SAFETY & HEALTH MANAGEMENT PROGRAM

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Safety and Health Policy & Commitment Statement

The personal safety and health of our employees, subcontracting companies and visitors associated with our projects is of paramount importance. Evolve Construction believes that no job or task is more important than personal safety and health. Every effort will be made to plan a safe way to perform every task. Evolve Construction is committed to maintaining and implementing safety and health programs and procedures that conform to industry standards to ensure that everyone associated with our projects goes home safe and healthy every day. To be successful, this program must embody the proper attitudes toward injury and illness prevention on the part of management, supervision and employees. It also requires cooperation in all safety and health matters, not only between management and employees, but also between each employee and his or her fellow workers. Only through such a cooperative effort can this safety and health program be effective in protecting all employees and workers.

Management's Expectations of All Personnel

- Follow all safety & health requirements, procedures and regulations established and applicable to your work activity. If a task is not safe, or if you are unsure about an assignment, do not perform the assigned task and speak to your supervisor or management.
- If you see someone else working at risk, you have the authority to speak up, stop the task and ask those involved to take appropriate precautions.
- Make working safely the most important aspect of your job every day. Shortcuts that place worker safety and health at risk will not be tolerated. Make sure you are physically and mentally prepared to work safely.
- If you or someone else becomes injured or there is a near miss incident, report it immediately so that future injuries and incidents may be prevented.

What You Can Count on From Management

- If you bring up a safety concern we will address it promptly.
- No worker will be required, expected or allowed to place their safety and health at risk to complete a task.
- If you stop a task or the task of another person because of a safety concern, we will support you.
- If you report a fellow employee or any person on site for breaching the safety protocols you will be protected in terms of the whistleblowing provisions.
- If there is an injury or incident, we will conduct an investigation in such a way to determine the root cause and measures that need to be taken to prevent similar occurrences in the future.

The safety of everyone working for Evolve Construction requires cooperation and commitment from everyone involved. Making a commitment to working safe and injury-free is not just the right choice; it's really the only choice.

Signed electonically

Michael P. Winstead, Jr.

Safety and Health Objectives

The objective of this Safety & Health Management Program is to prevent and eliminate injuries and illnesses to all employees and subcontractors working at Evolve Construction work sites and to encourage a culture where working safely becomes part of our everyday activities.

This Safety & Health Management Plan is designed to achieve these objectives as follows:

- By providing safety and health training for employees to ensure that everyone can complete their work in a safe and healthy manner.
- By ensuring that all work activities are supervised by experienced and competent persons.
- By making regular safety inspections of work areas, tools and equipment for the benefit of all employees and workers.
- By establishing safety rules and procedures for all employees and workers to comply with.
- By providing and requiring the use of safety and personal protective equipment for all employees.
- By complying with safety and health regulations as established by OSHA and other regulatory agencies.
- By investigating all incidents, injuries and near misses in a manner that lessons can be learned that might prevent similar occurrences in the future.
- By ensuring that prompt care is provided for any injured employee in the most expedient and appropriate way.
- By assigning safety responsibilities to employees to ensure the company's overall safety requirements and initiatives are implemented.
- By designating a Safety Coordinator when necessary to assist management in guiding the company's overall safety initiatives.

Section 1 - Safety and Health Management Program

This Safety and Health Management Program (SHMP) was prepared to assist management, employees and subcontractors in understanding the health and safety expectations and requirements of Evolve Construction at all work sites. Compliance with the requirements of this SHMP is expected and a condition of employment and subcontract with Evolve Construction.
Management has overall responsibility for the implementation and execution of this Safety and Health Management Program.

Safety Regulations

Evolve Construction and all subcontractors shall comply with, at a minimum, the requirements of OSHA 29 CFR 1926 (Safety and Health Regulations for Construction), applicable OSHA 29 CFR 1910 standards incorporated by reference or relevant to construction activities, and all other applicable federal, state, and local safety and health regulations. Compliance with this Safety & Health Management Program is required for all personnel. Where differences exist between regulatory requirements, industry standards, project specifications, or this Program, the most stringent requirement shall apply.

Subcontractor Safety Performance

Evolve Construction expects each subcontractor to execute their work on each project with a visible, proactive, and extraordinary vision and commitment to employee, worker and public safety and health at all levels. Each subcontractor must plan their work with a focus on protecting their workers and the public from incidents and injuries. Evolve Construction will monitor and assess

each subcontractor for compliance with this Safety & Health Management Program and applicable regulations. Subcontractors will be expected to take immediate corrective action to eliminate hazards, at-risk behavior, or non-compliance with this SHMP. Should the subcontractor fail to take immediate and acceptable action to correct and eliminate safety hazards and non-compliance, Evolve Construction may take action including the suspension of work, correction of the unsafe work or employing a safety consultant to oversee subcontractor's safety compliance at the subcontractor's expense by way of deductive contract change order. Subcontractors who fail to meet minimum safety performance expectations may not be eligible for future work with Evolve Construction.

Subcontractor Safety Submittals

Prior to Beginning Work

Each subcontractor is required to submit to Evolve Construction the following:

- Subcontractor's written **safety program**. In the event that a subcontractor does not have a written safety program, the subcontractor shall develop and implement a safety program that meets or exceeds the requirements of this Safety & Health Management Program or shall adopt and comply with the requirements of this Safety & Health Management Program at a minimum.
- Current certificate of insurance verifying **worker's compensation**, **general liability**, **automobile liability** and other coverage as deemed necessary by Evolve Construction. Required policy limits may be established by contract.
- Name of the subcontractor's designated **safety representative** for the project. Subcontractors employing non-English speaking workers shall provide and designate a safety representative capable of speaking both English and the native language of the non-English speaking employees.
- Name and **training verification** of at least one employee assigned to the project trained in first aid and CPR.
- Name(s) and training verification of designated competent persons as required by the scope of work for fall protection, scaffolding, rigging, crane signal persons, energized work (arc flash), trenching & excavation work, confined space entry, lock-out/tag-out, etc. (Appendix U).
- Name(s) and training verification of trained and qualified/certified equipment operators as required by the scope of work for cranes, forklifts, aerial lifts, etc.
- Current **annual third-party crane inspections** for all cranes brought onto the project.
- Written **Hazard Communication** program with a listing of all hazardous chemicals and materials that will be brought onto the site accompanied by a Safety Data Sheet for each hazardous chemical and material to be used or stored on the project.
- Training verification of OSHA and client required training as necessary.
- **On-Going Submittals**
  Each subcontractor shall be required to submit ongoing safety documentation to Evolve Construction, as applicable to their scope of work and as required under the subcontract agreement between Evolve Construction and the subcontractor. Unless otherwise directed, all safety submittals shall be provided to the Evolve Construction Project Superintendent or Project Manager. Required submittals may include, but are not limited to, the following:
  - Incident and Injury Notification and Investigation Reports (all incidents shall be reported immediately, followed by a written report within 24 hours).
  - Weekly "Toolbox Talk" or safety training meeting documentation.

- **Inspection records** for cranes, forklifts, aerial lifts, rigging, scaffolds, excavations/trenches, and other equipment or operations, as required by this Safety and Health Management Program (SHMP), OSHA regulations, or client requirements.
- Executed **Hot Work Permits**, Confined Space Entry Permits, and other hazard-specific permits, as required.

Subcontractor Project Safety Representative

Each subcontractor is required to designate an experienced and competent supervisor/foreman as their Project Safety Representative for their company prior to mobilization. The Project Safety Representative is required to be on-site full time while work is on-going, however is not expected to perform in this role as a full time job.

Project Safety Representative Qualifications and Responsibilities

Subcontractor Project Safety Representatives must have adequate safety training and a working knowledge of the SHMP requirements and applicable OSHA regulations and hazard control methods. Subcontractor Project Safety Representatives will assume primary responsibility for the implementation of this Safety & Health Management Program for the subcontractor's scope of work.

Subcontractor Project Safety Representative will be expected to meet the following minimum qualifications:

- Three years construction experience in a relevant trade.
- Have completed an OSHA 10-Hour or OSHA 30-Hour Construction Safety & Health Course.
- Maintain a current certification in First Aid & CPR.
- Have completed specialized safety training as may be necessary by the scope of work. (Ex.: Scaffolding Competent Person, Trenching & Excavation Competent Person, Fall Protection, Confined Space Entry, etc.)
- Demonstrated ability to supervise and manage the safety of their workforce and provide on-going safety training for their workforce.

The minimum duties of the subcontractor Project Safety Representative include:

- Investigate any incident or injury and report the findings to Evolve Construction.
- Conduct weekly tool box safety meetings and other safety training as needed or required to instruct workers in hazard recognition, proper safety practices and safety requirements.
- Conduct safety inspections of the subcontractor's tools, equipment, work areas and work practices on an on-going basis as required by OSHA and this SHMP to ensure compliance with safe work practices, this Safety & Health Management Program and OSHA regulations.

Job Hazard Analysis (JHA)

Evolve Construction requires the completion of a **Job Hazard Analysis (JHA)** or **Job Safety Analysis (JSA) prior to the start of any task where existing or foreseeable hazards may result in injury, illness, or property damage**.

JHAs shall be completed:

- Before beginning **high-risk or critical work**, including but not limited to:
  - Hot work
  - Confined space entry
  - Trenching and excavation

- Steel erection
- Energized electrical work
- Crane and critical lift activities

- When **conditions, scope, equipment, or personnel change**
- After an **incident, near-miss, or safety violation**
- For **non-routine or first-time activities**

The JHA shall, at a minimum, identify:

- The task steps involved
- Associated hazards
- Required controls (engineering, administrative, PPE)
- Responsible parties

JHAs shall be **reviewed with affected workers prior to commencing work**, and workers shall be encouraged to provide input. Documentation shall be retained at the project site and made available upon request.

Subcontractor Pre-Construction Meeting & Orientation Training

Prior to the commencement of any new contract with Evolve Construction, a pre-construction meeting may be required with each subcontractor to conduct project safety planning, to review the project safety expectations and the safety requirements of this Safety & Health Management Program. The subcontractor's project management, supervisors and designated project safety representative at a minimum will be required to attend this meeting. Each subcontractor will then be required to conduct project safety orientation sessions with all other subcontractor personnel to inform them of the project safety expectations and the relevant safety requirements of this Safety & Health Management Program.

Additionally, all project personnel will be required to attend any additional safety orientation as may be required by Evolve Construction.

Notification of Unsafe or At-Risk Conditions

Each employee and subcontractor of Evolve Construction has the right and responsibility to notify the management and supervision of Evolve Construction of any unsafe or hazardous condition that may be present or observed. Non-compliance of OSHA or other regulations and requirements of this Safety and Health Management Program should also be immediately brought to the attention of management and supervision. No employee will be disciplined or suffer any retaliation for reporting a safety violation in good faith. The provisions of the whistleblower laws shall apply.

Evolve Construction supervision and management will take immediate action to correct or remove any hazard brought to their attention.

Incident, Injury and Near-Miss Notification & Investigation

Every incident and near-miss incident must be reported immediately on the day of occurrence to the Superintendent and/or management of Evolve Construction.

Incidents of Injury, Illness and Property Damage

The Incident & Injury Notification & Investigation Report **(Appendix A)** should be used to report all work related incidents involving personal injuries, illnesses, property damage, environmental events and near-miss incidents.

Incidents Involving Motor Vehicles

The Motor Vehicle Incident Report **(Appendix B)** should be used to report all vehicle accidents involving company vehicles or personal vehicles used for company business.

The Evolve Construction management and supervision team will thoroughly investigate each incident/injury/near-miss, in conjunction with the involved subcontractor(s), to determine the probable root cause(s). Preventive action plans will be developed to eliminate future occurrences. The applicable reports should be completed and submitted to the attention of the management of Evolve Construction within 24 hours of the occurrence. Injured employees will be accompanied to medical facilities by a supervisor or another employee whenever possible.
Completed incident reports will be immediately forwarded to the company's insurers as determined by management.

Incident Investigation & Corrective Action Program

Evolve Construction requires that all incidents, injuries, and near-misses be reported, investigated, and corrected promptly to prevent recurrence.

Incident Reporting

- All incidents must be reported immediately to the Superintendent or management.
- Near-miss incidents shall be treated with the same urgency as actual incidents.

Investigation Requirements

- Investigations shall begin within 24 hours of the event.
- A root cause analysis shall be performed to identify contributing factors.
- Witness statements and supporting documentation shall be collected.

Corrective Actions

- Hazards shall be corrected promptly.
- Corrective actions shall be documented, assigned, and tracked to completion.
- Lessons learned shall be communicated to affected *personnel.*

OSHA Injury & Illness Recordkeeping & Reporting

Evolve Construction will record and report all work related employee injuries and illnesses in accordance with OSHA 1904 regulations. A current OSHA 300 Log of Work-Related Injuries and Illnesses **(Appendix C)** will be maintained. At the end of each calendar year the OSHA 300-A Summary of Work Related Injuries and illnesses **(Appendix D)** will be completed, distributed and posted from February 1st through April 30th of the following year as required by OSHA. Management and the human resources staff will be responsible for injury & illness recordkeeping and reporting.
To comply with OSHA regulations, Evolve Construction will report the following types of employee injuries to OSHA within 8-hours of the occurrence:

- Fatal Injuries
- Injuries requiring hospital admission
- Injuries resulting in amputations
- Injuries resulting in loss of an eye

Safety & Health Responsibilities

Every employee and subcontractor working with Evolve Construction must understand their safety and health responsibilities. Each person will be held accountable to fulfill their safety and health responsibilities. Please notify the management of Evolve Construction if you are unsure of your safety & health responsibilities or feel you are unable to fulfill your responsibilities.

Evolve Construction – Management

The management of Evolve Construction has overall responsibility for the effective implementation of this Safety and Health Management Program in all of the company's operations. Specific safety & health responsibilities include:

- Allocate resources to ensure that all work activities are executed in a safe and healthful

manner.

- Communicate the requirements of this SHMP to all employees and subcontractors.
- Ensure that all work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations through periodic inspection and observation of work activities and facilities.
- Provide for on-going safety and health training of Evolve Construction employees as required by this SHMP and OSHA regulations. Ensure training records and files are maintained.
- Ensure that all incidents and injuries are properly investigated.
- Ensure that project managers and superintendents are fulfilling their safety responsibilities.
- Review and update this SHMP and company safety procedures as needed.
- Ensure that company safety files and documents are maintained as required by this SHMP at the Evolve Construction office.
- Ensure provisions are made for the prompt treatment of any injured employee.
- Attend safety and health training as required by OSHA or for professional development.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Evolve Construction – Safety Coordinator

When workloads and conditions dictate, Evolve Construction may employ a full-time Safety Coordinator. At all other times a member of the Evolve Construction management or supervision staff will be appointed to serve as Safety Coordinator. The Safety Coordinator will assist Evolve Construction management, in the implementation of this Safety and Health Management Program in all of its operations. Specific safety & health responsibilities include:

- Assist management in communicating the requirements of this SHMP to all employees and subcontractors.
- Assist management in ensuring that all work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations through periodic inspection and observation of work activities and facilities.
- Provide for on-going safety and health training of Evolve Construction employees as required by this SHMP and OSHA regulations. Ensure training records and files are maintained.
- Ensure that all incidents and injuries are properly investigated.
- Ensure that project managers and superintendents are fulfilling their safety responsibilities.
- Establish and update company safety policies and procedures as needed.
- Maintain company safety files and documents as required by this SHMP at the Evolve Construction office.
- Ensure provisions are made for the prompt treatment of any injured employee.
- Attend safety and health training as required by OSHA or for professional development.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Evolve Construction – Construction Project Managers

- Maintain a complete understanding of the requirements of this SHMP.
- Ensure that subcontractors provide safety and health submittals as required by this SHMP and ensure files are maintained. Review subcontractor submittals for completeness.
- Ensure that this SHMP is communicated to and understood by all employees and subcontractors by conducting subcontractor pre-construction safety meetings with each subcontractor prior to mobilization.

- Ensure that the work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations by conducting periodic inspections and by reviewing frequent inspections made by superintendents.
- Attend safety and health training as required by OSHA or for professional development.
- Stop and correct any unsafe activity or condition immediately upon observation or as reported by employees or subcontractors.
- Ensure that subcontractors fulfill their responsibilities as outlined in this SHMP.
- Ensure provisions are made for the prompt treatment of any injured employee.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Evolve Construction – Construction Superintendents

- Maintain a complete understanding of the requirements of this SHMP.
- Ensure that this SHMP is communicated to and understood by all employees and subcontractors by conducting safety orientation training for any new employee and subcontractor employee working at their project sites.
- Ensure that work is planned and executed in accordance with the requirements of this SHMP, OSHA regulations and project specific safety requirements.
- Ensure that all safety inspections and permits required by this SHMP and project specific safety requirements are completed and filed.
- Conducting daily inspections of all tools, equipment, work areas and operations to identify hazardous conditions and to ensure compliance with this SHMP and OSHA regulations.
- Conduct weekly toolbox safety training meetings.
- Stop and correct any unsafe activity or condition immediately upon observation or as reported by employees or subcontractors.
- Provide for the prompt treatment of any injured employee.
- Attend professional development safety training as needed and/or offered for the work being supervised.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.
- Should any incident occur whereby the subcontractor is injured, the superintendent shall notify management and also conduct its own investigation into the incident and ensure that the subcontractor reports same in order to comply with the OSHA requirements.

Subcontractors

Each subcontractor has overall responsibility for the effective implementation of all applicable safety requirements in all of its operations on Evolve Construction projects. Specific safety & health responsibilities include:

- Allocate resources to ensure that all work is executed in a safe and healthy manner.
- Adopt and implement a safety program that meets or exceeds the requirements of this Safety & Health Management Program.
- Ensure that safety program requirements are communicated to and understood by all of the subcontractor's employees by conducting safety orientation training for each employee.
- Ensure that the subcontractor's work is in compliance with applicable safety requirements and OSHA regulations through frequent and regular inspections made by competent persons.
- Provide safety and health training for all personnel by conducting "Tool Box" safety training meetings at a minimum.
- Complete and submit to Evolve Construction all required safety inspections and permits.
- Immediately stop and correct any unsafe activity recognized by Evolve Construction, the subcontractor's own staff or OSHA.

- Provide for the prompt treatment of any injured employee.
- Any additional safety and health responsibilities that are described throughout this SHMP.
- Should any injury occur which requires medical attention, it shall be for the subcontractor to report its employee's injury and fully investigate the incident.

All Employees & Workers

Specific safety & health responsibilities include:

- Understand and observe the safety rules and procedures established by this SHMP and OSHA.
- Plan for safety before beginning each task.
- Perform all work operations in the safest manner possible.
- Complete required safety inspections of tools and equipment before beginning work.
- Stop work and report any unsafe condition or observation immediately to the Evolve Construction field superintendent. If they are unavailable, report unsafe conditions to Evolve Construction management.
- Report any work related incident or injury immediately on the day of the occurrence.
- Attend safety and health training as provided and required.
- Only take breaks in designated areas.
- Not consume alcohol or any narcotics prior to coming to work or whilst at work on site.
- Only smoke in designated areas.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Prohibited Articles Policy

The following are prohibited and will result in immediate termination of employment from Evolve Construction or, in the case of subcontractor employees, immediate removal from Evolve Construction projects or facilities:

- Being under the influence of any amount of alcohol or illegal drugs.
- The use, sale, offer to sell, purchase, transfer, distribution or possession of illegal drugs, drug paraphernalia or alcohol products.
- Possession of any firearm, explosive or other dangerous weapons on company property (including in personal vehicles), in company vehicles or on project sites without express written permission of Evolve Construction management.

Employees who refuse to submit immediately to a search of their person, work area, lockers, tool chest, vehicles or possessions on company property shall be suspended immediately pending management's decision to terminate employment.

Substance Abuse Policy

Policy Statement

Evolve Construction is committed to providing a safe, healthy, and productive workplace. The use, possession, distribution, or impairment from drugs or alcohol can adversely affect employee performance, increase the risk of incidents, and endanger employees, subcontractors, visitors, and the general public. Accordingly, Evolve Construction has established this Substance Abuse Policy to promote a drug- and alcohol-free workplace consistent with applicable federal, state, and local laws and regulations.

This policy is not intended to discourage the reporting of injuries, illnesses, near-misses, or safety concerns, nor to retaliate against any individual for engaging in protected safety or health activities.

Applicability

This policy applies to:

- All Evolve Construction employees, including management; and
- Subcontractor employees working on or visiting Evolve Construction project sites.

Management and Human Resources are responsible for administering this policy for Evolve Construction employees and maintaining all related records in a confidential manner. Subcontractor employees are subject to testing and enforcement through their employer, at the subcontractor's expense, unless otherwise required by contract or law.

Pre-Employment Drug Screening

As a condition of employment with Evolve Construction, all applicants who receive a conditional offer of employment must successfully complete a company-sponsored pre-employment drug screening.

- A verified positive test result indicating the use of illegal drugs or the misuse of prescription medications will result in withdrawal of the employment offer.
- Refusal to submit to a required pre-employment drug test will also result in withdrawal of the employment offer.

All pre-employment testing will be conducted in accordance with applicable laws and recognized testing standards.

Reasonable Suspicion Drug and Alcohol Testing

Employees or subcontractor employees may be required to submit to drug and/or alcohol testing when there is a reasonable, objective basis to believe that the individual may be impaired or under the influence of drugs or alcohol while on duty or on an Evolve Construction project site.

Reasonable suspicion may be based on specific, contemporaneous observations such as:

- Observable behaviour, appearance, speech, or body odours;
- Reported or observed use, possession, or distribution of drugs or alcohol on company property or project sites;
- Unsafe acts or conduct suggesting impairment.

Individuals suspected of impairment may be temporarily removed from work duties or from the project site pending test results, consistent with applicable law. Subcontractor employee testing shall be coordinated through the subcontractor and conducted at the subcontractor's expense.

Post-Incident Drug Screening

Employees or subcontractor employees involved in a work-related incident resulting in medical treatment beyond first aid, a motor vehicle accident, or a significant property damage incident may be required to submit to post-incident drug and alcohol testing **when there is a reasonable basis to believe that drug or alcohol use could have contributed to the incident**.

- Testing will be conducted as soon as practicable following the incident.
- Subcontractors are responsible for ensuring that their employees comply with applicable post-incident testing requirements.
- Individuals involved in near-miss incidents may be required to submit to testing only when specific, objective facts support reasonable suspicion that impairment may have been a contributing factor.

The application of this provision will be consistent with OSHA guidance and applicable workers' compensation laws.

Random Drug Screening

Evolve Construction employees may be subject to random drug and/or alcohol testing in accordance with applicable law. Random testing may be conducted for safety-sensitive positions or as part of a return-to-duty or follow-up testing program, where permitted.

Subcontractor employees may be subject to random testing through their employer in accordance with the subcontractor's policies and contractual obligations.

Substance Screening Guidelines

- Refusal to submit to required testing, failure to cooperate with the testing process, delay

tactics, or attempts to tamper with or adulterate a specimen may be treated as a policy violation.

- All testing will be conducted in accordance with current recognized standards and applicable law.
- Unless otherwise required by contract or the client, drug testing will consist of at least a standard multi-panel drug screen.
- All test results and related records will be treated as confidential and handled in accordance with applicable privacy requirements.

Positive Test Policy Guidelines – Evolve Construction Employees

Evolve Construction reserves the right to take disciplinary action for violations of this policy, up to and including termination of employment, consistent with applicable law.

- Employees who receive a verified positive test result may be subject to termination.
- Eligibility for re-employment, if any, shall be determined by Evolve Construction and may require satisfactory evidence of completion of a substance abuse rehabilitation program and successful completion of follow-up testing.
- All disciplinary actions and records will be handled confidentially.

Positive Test Policy Guidelines - Subcontractor Employees

Subcontractor employees who receive a verified positive test result may be subject to removal from Evolve Construction project sites.

- The subcontractor is responsible for all disciplinary actions involving its employees.
- Re-entry to Evolve Construction projects, if permitted, may require documentation of rehabilitation participation and a negative test result.
- Follow-up or periodic testing may be required as a condition of continued access to Evolve Construction work sites.

Prescription Medications

Employees and subcontractor employees are responsible for ensuring that legally prescribed medications do not impair their ability to safely perform job duties.

If an individual is using prescription medication that may affect judgment, coordination, alertness, driving ability, or other safety-sensitive functions, the individual is encouraged to confidentially notify their supervisor or management so that appropriate safety precautions or temporary work adjustments may be considered.

Safety Training

Employee Safety Orientation

To maintain safe operations and to ensure compliance with all applicable federal, state, and local occupational safety and health regulations, **Evolve Construction** shall provide every new employee and each new subcontractor with a copy of this **Safety & Health Management Program**.

All employees and subcontractor employees are required to acknowledge understanding of this Safety & Health Management Program by completing the **Safety & Health Management Program Orientation & Acknowledgement Form** (Appendix E).

This orientation shall include, at a minimum:

- An overview of Evolve Construction's safety policies, procedures, and expectations;
- Identification of site-specific hazards;
- Emergency response and reporting procedures; and
- **Any OSHA-mandated training, safety instruction, or competency requirements applicable to the employee's assigned job duties, including all requirements adopted, revised, or enforced by OSHA from January 1, 2017, forward.**

Subcontractors are responsible for ensuring their employees receive all required OSHA training

and competency instruction applicable to their work activities, including any industry, task-specific, or "competent person" training required by OSHA standards. Subcontractors shall submit completed Orientation & Acknowledgement forms and applicable training documentation to Evolve Construction prior to or upon commencement of work.

Safety Training Meetings (Tool Box Safety Meetings)

Each subcontractor is required to conduct **Tool Box Safety Training Meetings** on a weekly basis.

These meetings shall include, at a minimum:

- Review of relevant task-specific safety requirements, OSHA standards, and recognized best practices;
- Discussion of any incident, injury, illness, or near-miss occurring since the previous meeting;
- Identification of new or evolving hazards; and
- Communication of **any new or updated OSHA safety rules, guidance, enforcement emphasis, training, or competency requirements implemented from 2017 onward that may affect work operations.**

All subcontractor employees on site are expected to participate in these meetings. Each subcontractor shall maintain and submit written records of all safety training using the **Safety Training Report** (Appendix F) or an equivalent documented format acceptable to Evolve Construction.

Evolve Construction Superintendents are responsible for preparing and conducting weekly Safety Training Meetings for all Evolve Construction direct-hire employees and for incorporating any applicable OSHA updates into these meetings.

Professional Development Safety Training

Professional Development Safety Training is required as needed to ensure employee competency and regulatory compliance and is strongly encouraged for all Evolve Construction employees.

Training shall be provided:

- When required by OSHA standards;
- When job duties change;
- When new hazards are introduced; or
- When OSHA adopts, revises, or enforces new training or competency requirements (including those implemented from 2017 forward).

Annual Safety Program Review & Training Documentation Requirements

Evolve Construction shall ensure its Safety & Health Management Program remains current and effective.

Annual Review

- Management shall conduct a documented review of the Safety & Health Management Program annually.
- All written OSHA-required programs shall be evaluated for updates.
- Changes in operations, hazards, or regulations shall be incorporated.

Training Documentation

Training records must contain:

- Employee name
- Date of training
- Instructor name and qualifications
- Topic(s) covered

Records shall be retained as required by OSHA.

Disciplinary Action Policy

At-risk behaviors that could contribute to an incident, injury, illness, or fatality will not be tolerated by **Evolve Construction**. Each employee and subcontractor employee has an individual responsibility to work safely, comply with this Safety & Health Management Program, follow all applicable OSHA standards, and adhere to the verbal and written direction of Evolve Construction management.

Construction Project Managers and Construction Superintendents are responsible for identifying and correcting at-risk behaviors of workers under their direction and for enforcing safety rules consistently.

Failure to comply with:

- This Safety & Health Management Program;
- Applicable OSHA regulations and standards (including all training, certification, and competency requirements adopted, revised, or enforced by OSHA from January 1, 2017, forward); or
- Verbal or written instructions from Evolve Construction management or supervision,

may result in disciplinary action, up to and including termination of employment or removal from the project.

All employees, including management personnel and construction superintendents, are subject to disciplinary action for safety infractions. Nothing in this policy shall preclude Evolve Construction from terminating an employee or removing a subcontractor employee for a serious safety violation without prior warning.

Management reserves the right to impose whatever disciplinary action it deems appropriate based on the severity of the violation, regulatory requirements, and potential risk; however, the following guidelines shall apply.

At-Risk Behaviors that ARE Immediately Dangerous to Life & Health (IDLH)

Evolve Construction reserves the right to immediately terminate an employee or remove a subcontractor employee from the project for engaging in at-risk behaviors that are **Immediately Dangerous to Life and Health (IDLH)** or that represent a wilful disregard of OSHA safety requirements.

At-risk behaviors that may result in immediate termination or project removal include, but are not limited to:

- Failure to use required fall protection systems where mandated.
- Entry into a Permit-Required Confined Space without proper authorization, training, or controls.
- Working on energized electrical equipment without authorization or required protections.
- Failure to comply with Lockout/Tagout (LOTO) procedures.
- Failure to comply with the Prohibited Articles Policy.
- Unauthorized entry into a barricaded or restricted hazard area.
- Fighting, horseplay, or practical joking.
- Reckless, unsafe, or unauthorized operation of motor vehicles or construction equipment.
- Knowingly endangering the safety of another employee or worker.
- Disabling, bypassing, removing, or tampering with safety devices or protective systems.
- Deliberate disregard of established safe work practices, rules, regulations, or required OSHA training or competency requirements.

Non-IDLH Offenses Subject to Immediate Disciplinary Action

Evolve Construction also reserves the right to immediately terminate an employee or remove a subcontractor employee from the project for any of the following non-IDLH offenses:

- Malicious destruction of company or project property, theft, or other criminal activity.

- Failure to immediately report an incident, injury, illness, or near-miss.
- Falsification or intentional misrepresentation of any safety record, training documentation, inspection form, or incident report.
- Wilful disregard of instructions issued by a foreman, superintendent, or management.
- Demonstrate attitudes of indifference, recklessness, hostility, or inattention toward safety expectations.

At-Risk Behaviors that are NOT Immediately Dangerous to Life or Health

For safety infractions not deemed Immediately Dangerous to Life or Health, Evolve Construction shall apply the following **progressive disciplinary action policy** within any rolling 12-month period, as determined by management:

- **First Occurrence:**
  Verbal and/or written warning issued to the employee or worker, with notification to subcontractor management where applicable. Retraining or additional instruction shall be provided as deemed necessary by Evolve Construction, including refresher training on applicable OSHA standards or competency requirements.
- **Second Occurrence:**
  Written warning and possible suspension from employment or removal from the project for up to three (3) full working days without pay, with notification to subcontractor management. Retraining or corrective training shall be required as determined by Evolve Construction.
- **Third Occurrence:**
  Evolve Construction employees may be terminated from employment. Subcontractor employees may be removed from the project indefinitely, as determined by Evolve Construction.

Documentation and Records

All safety infractions and at-risk behaviors resulting in disciplinary action shall be documented using the **Notice of Health & Safety Non-Compliance Form** (Appendix G) or an equivalent approved format.

Records of safety violations, disciplinary actions, and related retraining shall be maintained by Evolve Construction in accordance with company policy and applicable regulatory requirements.

Safety Inspections

Project Safety Inspections

Each Evolve Construction **Superintendent** is responsible for conducting a safety inspection of their project site(s) **on a daily basis** to identify existing and potential safety and health hazards. Daily safety inspections shall include, at a minimum:

- All Evolve Construction work areas;
- Materials, tools, and equipment;
- Active work operations; and
- Conditions that may impact compliance with OSHA regulations, including any inspection, documentation, or competency requirements adopted, revised, or enforced by OSHA from January 1, 2017, forward.

Safety inspections shall be documented as necessary, but **no less than once per week**, using the **Project Safety Inspection Checklist & Report** (Appendix H) or an approved equivalent format.

Completed inspection checklists and reports shall be submitted to and maintained at the Evolve Construction office in accordance with company record-retention requirements.

Equipment & Activity Based Inspections

Construction Superintendents are responsible for ensuring that all required equipment- and

activity-based safety inspections are performed as applicable to their projects and work activities. Superintendents may delegate pre-operation equipment inspections and daily activity inspections to **properly trained, qualified, or OSHA-defined competent persons or qualified persons**, as applicable. However, **overall accountability for completion, accuracy, and corrective action remains with the Evolve Construction Superintendent.**

The following inspections are required when applicable:

1) **Crane Inspections** - Each crane shall be thoroughly inspected by a **competent person** for defects, proper operation, and unsafe conditions **prior to operation each day or each shift**, whichever applies.
   - Subcontractor-owned cranes are subject to the same inspection requirements.
   - The crane operator typically serves as the competent person unless otherwise designated.
   - Inspections shall be documented using the **Crane Safety Inspection Report** (Appendix I) or an equivalent approved report.
   - Completed inspection reports shall be submitted to the Evolve Construction office for review and filing.
2) **Forklift (Powered Industrial Truck) Inspections** - Each forklift shall be inspected by a **competent person** for defects, proper operation, and unsafe conditions **prior to use each day or each shift**, whichever applies.
   - Subcontractor forklifts are subject to the same inspection requirements.
   - No employee shall operate a forklift until confirming that the required inspection has been completed.
   - Inspections shall be documented using the **Forklift Safety Inspection Report** (Appendix J).
   - Completed reports shall be submitted to the Evolve Construction office for review and filing.
3) **Aerial Work Platform Inspections** - Each aerial work platform (including boom lifts, scissor lifts, and similar equipment) shall be inspected by a **competent person** for defects, proper operation, and unsafe conditions **prior to operation each day or each shift**, whichever applies.
   - Subcontractor-owned aerial work platforms are subject to the same inspection requirements.
   - No employee shall operate an aerial work platform until confirming required inspections are complete.
   - Inspections shall be documented using the **Aerial Work Platform Safety Inspection Report** (Appendix K).
   - Completed reports shall be submitted to the Evolve Construction office for review and filing.
4) **Scaffold Safety Inspections** -
   Each scaffold shall be inspected by a **competent person** for structural integrity, unsafe conditions, and compliance with applicable OSHA regulations **prior to beginning work each day or each shift**, whichever applies.
   - Subcontractor scaffolds are subject to the same inspection requirements.
   - No employee shall access a scaffold until confirming that the required inspection has been completed.
   - Inspections shall be documented using the **Scaffold Safety Inspection Report** (Appendix L).
   - Completed reports shall be submitted to the Evolve Construction office for review

and filing.

5) **Trench & Excavation Safety Inspections** – Each trench or excavation shall be inspected by a **competent person** for hazardous conditions and OSHA compliance **prior to entry each day and after any event that could increase hazards**, including rainstorms, vibrations, or soil changes.
   - Subcontractors are subject to the same inspection requirements.
   - No employee shall enter a trench or excavation until required inspections are complete.
   - Inspections shall be documented using the **Trench & Excavation Safety Inspection Report** (Appendix M).
   - Completed reports shall be submitted to the Evolve Construction office for review and filing.

6) **Rigging Equipment Inspections** - All rigging equipment, including shackles, wire rope, chain, and synthetic slings, shall be inspected by a **qualified person**:
   - Prior to initial use each day or each shift; and
   - On an ongoing basis during use to ensure safe condition and absence of excessive wear, damage, or defects.
   - Subcontractor rigging equipment is subject to the same requirements.
   - Damaged or defective rigging equipment shall be immediately tagged **"Out of Service"** and removed from use.
   - Inspections shall be documented using the **Rigging Safety Inspection Report** (Appendix N) when required by Evolve Construction or applicable regulations.

7) **Personal Fall Arrest System (PFAS) Inspections** - Each employee required to use personal fall arrest equipment shall visually inspect their PFAS **prior to each use** for damage, wear, or defects.
   Where personal fall arrest systems are used routinely or daily:
   - PFAS inspections shall be documented **at least weekly** using the **Personal Fall Arrest System Inspection Report** (Appendix O).
   - Damaged or defective equipment shall not be used and shall be immediately removed from service, destroyed, and disposed of per company policy.
   - Completed inspection reports shall be submitted to the Evolve Construction office for review and filing.

8) **Hazard Correction and Abatement** -

Any hazards identified during safety inspections shall be **corrected promptly**. When necessary, the responsible subcontractor shall be notified and required to take immediate corrective action.

If a hazard cannot be immediately corrected:
- The affected task or operation **shall be stopped**, and
- Work shall not resume until an approved plan to protect workers is developed and corrective measures are implemented.

Hazard abatement may be accomplished through one or more of the following:
- Eliminating hazards through engineering controls;
- Developing and enforcing safe work practices or administrative controls;
- Guarding or isolating hazards; and
- Providing and properly using required personal protective equipment (PPE).

OSHA Inspection Procedures

If a compliance officer from the **Occupational Safety and Health Administration (OSHA)**

arrives to conduct an inspection or investigation of any **Evolve Construction** worksite, facility, activity, tool, or equipment, **Evolve Construction management shall be notified immediately**. All Evolve Construction employees and subcontractors shall participate in OSHA inspections in a **professional, cooperative, and courteous manner**, while ensuring that company procedures for representation, documentation, and communication are followed.

Opening Conference

Prior to beginning a site inspection, the OSHA compliance officer will typically conduct an **opening conference**, which may be formal or informal depending on the nature and scope of the inspection.

During the opening conference:

- The compliance officer shall present official credentials.
  → **Always verify credentials** to confirm the officer is an authorized representative of the U.S. Department of Labor, OSHA.
- The officer will request to meet with an employer representative.
  → An **Evolve Construction Superintendent, Project Manager, or management representative** shall serve as the employer representative whenever possible.
- If not already completed, **Evolve Construction management must be notified immediately**.
- The compliance officer will explain:
  - The reason for the inspection;
  - The inspection scope;
  - The applicable OSHA standards; and
  - Whether the inspection is complaint-driven, programmed, follow-up, accident-related, or the result of a plain-view observation.
- If the inspection results from an employee complaint, **request a copy of the complaint**.

The compliance officer may request to review safety-related documents. Be prepared to make documents available for review only unless otherwise directed by Evolve Construction management. Do not provide copies of documents without management approval.

Documents that may be requested include, but are not limited to:

- Safety & Health Management Program manual
- Safety training and competency records
- Hazard Communication Program and Safety Data Sheets (SDSs)
- OSHA 300/300A injury and illness logs
- Safety inspection records
- Disciplinary and enforcement procedures
- Emergency Action Plan

The Site Inspection Tour

- An **Evolve Construction Superintendent, Project Manager, or designated management representative** shall accompany the OSHA compliance officer during the inspection at all times.
- The inspection should be limited to areas and activities identified within the stated scope of the inspection.
- Normal work operations should not be altered unless necessary to address an immediate hazard.
- Do **not volunteer unnecessary or unrelated information**.
- Do **not argue** with the compliance officer if disagreements arise—note the issue for later discussion.
- Be prepared to identify who is responsible for site services such as:
  - First-aid kits;

- Fire extinguishers;
- Emergency response equipment;
- Temporary sanitation facilities.

Employee Interviews

The OSHA compliance officer may interview employees during the inspection.

- OSHA has the right to conduct employee interviews privately unless the employee requests the presence of a supervisor.
- Do not interfere with interviews unless they unreasonably disrupt work operations.
- Employees should answer questions honestly and concisely.

Typical interview topics may include:

- Job-specific hazards and protective measures
- Safety training and toolbox meetings
- Reporting procedures for hazards or injuries
- First-aid and emergency response procedures
- Hazard Communication and SDS access
- Fire extinguisher use and location
- Company fall-protection requirements
- Supervisor emphasis on safety

The employer representative should:

- Note the names of interviewed employees;
- Document equipment, tools, and operations examined; and
- Record the location and description of any alleged violations.

Alleged Violations and Photographs

- If the compliance officer identifies an alleged violation:
  - Do not admit fault or agreement;
  - Take immediate corrective action when feasible, without argument.
- If photographs are taken by the compliance officer:
  - The Evolve Construction representative should take corresponding photographs from the same and additional vantage points to document conditions and any mitigating factors.

Closing Conference

At the conclusion of the inspection, the compliance officer will typically conduct a **closing conference**.

During the closing conference:

- Ask whether citations are expected and for which alleged violations.
- Request information regarding the **classification and severity** (e.g., Other-Than-Serious, Serious, Wilful, Repeat).
- Take detailed notes on all alleged violations discussed.

After the closing conference:

- Thank the compliance officer for any safety recommendations provided.
- Reiterate Evolve Construction's commitment to safety and regulatory compliance.
- Assure the officer that any remaining alleged hazards will be evaluated and addressed promptly.

Final citation determinations, classifications, and penalties will be issued in writing by OSHA following internal review.

Emergency Procedures

The following procedures are established to provide general guidelines for responding to emergencies and to ensure compliance with applicable OSHA regulations (29 CFR 1910 and

1926), enforcement guidance issued since 2017, and Evolve Construction policies. These procedures supplement the company's **Emergency Action Plan (EAP)** and apply to all employees, subcontractors, and visitors.

All emergencies, incidents, near-misses, evacuations, and emergency responses shall be **reported immediately to Evolve Construction Management**.

Emergency Responsibilities by Role

Construction Superintendent / Project Manager

- Implement and enforce emergency procedures and stop-work authority
- Notify company management and coordinate with emergency responders
- Account for personnel and secure the site
- Ensure required OSHA notifications are made
- Oversee incident documentation and corrective actions

Foremen / Supervisors

- Direct evacuations and accountability at assembly areas
- Initiate emergency notifications and call 911 when required
- Control access to hazardous areas
- Assist management with incident response and reporting

Employees / Workers

- Follow emergency instructions promptly
- Report emergencies, unsafe conditions, or injuries immediately
- Evacuate and report to designated assembly areas
- Do not re-enter restricted areas until authorized

Medical Emergencies

- Protect yourself and others from further injury.
- Call 911 immediately for serious or life-threatening injuries.
- Assign personnel to meet emergency responders and escort them to the incident location.
- For minor injuries, contact Evolve Construction management for approved treatment instructions.
- Injured employees shall not transport themselves unless authorized.
- Provide first aid only if trained, following the Bloodborne Pathogens Exposure Control Plan.
- Rescue attempts are prohibited except to remove someone from immediate life-threatening danger and only if it does not endanger others.
- Preserve the scene when safe to do so for investigation.
- OSHA reporting requirements:
  - Fatalities: report within 8 hours
  - In-patient hospitalization, amputation, or loss of an eye: report within 24 hours
- Complete an Incident & Injury Notification & Investigation Report (Appendix A).

Motor Vehicle / Equipment Accidents

- Call local law enforcement and remain at the scene until released.
- Request EMS or fire response as needed.
- Do not admit fault or liability.
- Notify Evolve Construction management immediately.
- Complete the **Motor Vehicle Incident Report** (Appendix B).

Fire and Explosion Procedures

- Immediately evacuate using the nearest safe exit. **Do not use elevators.**
- Activate alarms or verbal warnings.
- Call the fire department as required.
- Evacuate to the designated assembly area for accountability.

- Employees are **not required to fight fires**.
- Employees may attempt to extinguish only small incipient fires **if trained, a clear exit exists, and there is no personal risk**.
- Document all events using Appendix A.

Severe Weather and Coastal/Environmental Emergencies

(Tornadoes, Hurricanes, High Winds, Severe Storms, Flooding, Extreme Heat)

Given Evolve Construction's operations in coastal and hurricane-prone regions:

- Secure materials and shut down equipment that may become airborne.
- Cease work on scaffolds, cranes, aerial lifts, roofs, and elevated surfaces.
- Proceed to designated shelters or lowest interior building levels.
- Follow site-specific hurricane preparedness plans, including phased shutdowns when required.
- Monitor weather alerts and warnings issued by local or state authorities.
- During extreme heat:
    - Provide water, rest, and shade;
    - Monitor acclimatization;
    - Stop work if heat stress symptoms are observed.

Hazardous Material Spills / Releases

- Do not attempt cleanup unless trained and authorized.
- Evacuate and isolate the area.
- Notify supervision immediately.
- Reference Safety Data Sheets (SDS) and the Hazard Communication Program.
- Only trained spill-response or emergency personnel may conduct cleanup.

Active Shooter / Workplace Violence Response

(OSHA Guidance-Aligned)

In the event of an active shooter, violent individual, or credible threat:

- Call **911 immediately** when safe to do so.
- Follow the **Run, Hide, Fight** principles as applicable:
    - **Run:** Evacuate if a safe path exists.
    - **Hide:** Secure in place, silence phones, barricade if possible.
    - **Fight:** Only as a last resort to protect life.
- Follow law enforcement instructions upon arrival.
- Do not re-enter secured areas until authorized.
- All threats, violent acts, or suspicious behavior must be reported to management immediately.

Evacuation Accountability and Communication

- Supervisors shall conduct a headcount at assembly areas.
- Missing personnel shall be reported immediately.
- No re-entry is permitted until cleared by emergency responders and Evolve Construction management.

Emergency Communication and Quick-Reference Requirements

- Each project shall maintain a posted Emergency Response Quick-Reference identifying:
    - Emergency contacts
    - Evacuation routes
    - Assembly areas
    - Shelter locations
    - Site-specific hazards
- Emergency procedures shall be reviewed:
    - During new-hire orientation

- When site conditions change
- Periodically during safety meetings

Training and Awareness

Emergency procedures shall be reviewed with employees and subcontractors as part of safety orientation and ongoing training. Drills or walkthroughs may be conducted as appropriate to reinforce preparedness and response expectations.

Emergency Action Planning

An **Emergency Action Plan (EAP)** shall be developed, implemented, and maintained for **each Evolve Construction project, work site, and the Evolve Construction office**, as required by OSHA regulation.

The **Emergency Action Plan template (Appendix P)** shall be used at a minimum to develop a site-specific EAP for each location and shall be modified as necessary to reflect:

- Site layout and work activities;
- Identified hazards and potential emergency scenarios;
- Local emergency response capabilities; and
- OSHA emergency planning requirements, including those adopted, clarified, or emphasized by OSHA from **January 1, 2017 forward**.

Each Emergency Action Plan shall address, as applicable:

- Emergency reporting and notification procedures;
- Evacuation routes, exits, and designated assembly areas;
- Shelter-in-place procedures;
- Roles and responsibilities of employees, supervisors, and management during emergencies;
- Procedures for accounting for personnel after evacuation;
- Rescue and medical response limitations;
- Procedures for reporting emergencies, injuries, and OSHA-reportable events; and
- Coordination with subcontractors and emergency responders.

Emergency Action Plans shall be:

- Communicated to **all employees and subcontractors prior to beginning work** at the site;
- Reviewed when site conditions, hazards, or scope of work change;
- Re-communicated following incidents or near-misses; and
- Evaluated periodically to ensure effectiveness and regulatory compliance.

Supervisors and employees shall be trained on:

- Emergency alarms and signals;
- Evacuation routes and assembly areas;
- Shelter locations;
- Emergency communication procedures; and
- Their individual responsibilities under the Emergency Action Plan.

EAP documentation shall be maintained at the project site and/or Evolve Construction office and made available upon request to employees, subcontractors, or regulatory authorities.

Expanded Emergency Plan

Expanded Emergency Action Plan Requirements

(Required by OSHA 1926.35.)

Site-Specific EAP Required

Each jobsite must maintain a written, posted Emergency Action Plan including:

- Evacuation routes and maps

- Assembly points
- Alarm systems and communication methods
- Procedures for employees who must remain temporarily to shut down critical operations
- Contact information for emergency responders
- Procedures for accounting for workers after evacuation

Training

All personnel must be trained on EAP procedures at:

- Initial assignment
- Whenever site conditions change
- After drills or actual emergencies

Training shall be documented.

First Aid Requirements & Procedures

Evolve Construction is committed to ensuring prompt and appropriate first-aid response for injuries and medical events on all projects. These requirements apply to all Evolve Construction employees and subcontractors and supplement the Emergency Action Plan and Incident Reporting procedures.

Trained First Aid Providers

- Evolve Construction shall ensure that **at least one employee trained and certified in First Aid and CPR** is available at each active work site at all times. On construction projects, this responsibility typically rests with the **Construction Superintendent or designated supervisor**.
- First-aid providers shall be trained through the **American Red Cross, American Heart Association, National Safety Council**, or an equivalent OSHA-recognized organization.
- Training shall include, at a minimum:
- First aid and CPR/AED
- Bleeding control
- Heat-related illness recognition
- Bloodborne pathogens awareness
- Current training certifications shall be documented and maintained by Evolve Construction.
- Each subcontractor is responsible for ensuring that **at least one trained first-aid provider** is available to serve their employees and that documentation is provided upon request.

First Aid Kits, Equipment & Supplies

- Evolve Construction shall provide **adequately stocked first aid kits** for its employees at each work site.
- First aid kits shall be:
  - Conspicuously located;
  - Clearly marked;
  - Readily accessible at all times; and
  - Of a **weather-resistant type** suitable for construction environments.
- The type and quantity of first-aid supplies shall be sufficient based on:
  - Crew size;
  - Nature of work being performed; and
  - Anticipated injury risks.
- Subcontractors are responsible for providing and maintaining first-aid kits for their own employees in their work areas.
- First aid kits shall include **personal protective equipment (PPE)** to protect responders from bloodborne pathogens, including:

- Disposable gloves;
- Eye and/or face protection as appropriate.

- Where corrosive chemicals or eye hazards are present, **suitable eyewash stations or portable eyewash units** shall be provided in accordance with OSHA requirements.
- First aid kits shall be inspected:
  - Prior to the start of each project; and
  - Periodically thereafter to ensure supplies are complete and usable.
    - Used or expired supplies shall be replaced promptly.

General First Aid Response Rules

- First aid shall be provided only within the responder's level of training.
- Do not attempt rescue or advanced medical treatment.
- Call 911 immediately for serious, life-threatening injuries.
- Always protect yourself from exposure to blood or bodily fluids.
- All injuries, regardless of severity, shall be reported immediately and documented.

Basic First Aid Procedures

Minor Cuts, Abrasions & Punctures

- Clean wound with soap and water or antiseptic wipe.
- Apply antibiotic ointment or spray.
- Cover with a sterile dressing and bandage.
- Seek medical care or tetanus booster if necessary.

Major Bleeding / Severe Wounds

- Apply firm pressure with a sterile dressing.
- Elevate the injury if possible.
- Use pressure points if bleeding continues.
- Call **911 immediately**.

Impalement Injuries

- **Do not remove the object.**
- Stabilize with bulky dressings.
- Call emergency medical services immediately.

Fractures / Suspected Broken Bones

- Do not move the injured person unless necessary.
- Immobilize with a splint only if trained and movement is unavoidable.
- Call or seek emergency medical care.

Neck and Spinal Injuries

- Prevent movement of the head and spine.
- Maintain airway and breathing.
- Control external bleeding.
- Call emergency services immediately.

Strains and Sprains

- Rest the affected area.
- Apply ice intermittently for swelling.
- Seek medical treatment if pain or swelling persists.

Burn Injuries

Thermal Burns

- Cool the area with cool running water.
- Do not use ice directly on serious burns.
- Cover loosely with sterile, non-adhesive dressings.
- Do not apply ointments unless very minor.
- Call for medical assistance for moderate or severe burns.

Chemical Burns

- Refer to the chemical's Safety Data Sheet (SDS).
- Flush affected skin or eyes with clean water for 15–30 minutes.
- Remove contaminated clothing.
- Seek medical care and provide the SDS to medical personnel.

Eye Injuries.

- Do not rub the eye.
- Flush eyes with clean water or approved eyewash if particles are present.
- Do not attempt removal of embedded objects.
- Cover both eyes and seek immediate medical treatment when needed.

Heat-Related Illnesses

Heat Cramps

- Rest in a cool area.
- Drink water or electrolyte beverages.
- Gently stretch affected muscles.

Heat Exhaustion

- Move victim to a cool, shaded area.
- Loosen clothing and apply cool compresses.
- Provide fluids (4–6 oz every 15 minutes).
- Seek medical attention if symptoms persist.

Heat Stroke (Medical Emergency)

- Symptoms may include confusion, vomiting, refusal of water, or unconsciousness.
- Call **911 immediately**.
- Begin aggressive cooling with ice packs or wet cloths.
- Do not provide fluids to an unconscious victim.

Insect Stings/Bites and Snake Bites.

- Wash the affected area.
- Remove stinger if present.
- Seek medical care for spider or snake bites immediately.
- Monitor for allergic reactions and call emergency services if symptoms worsen.

Documentation & Reporting

- All injuries and first-aid cases shall be reported immediately.
- Medical treatment and incidents shall be documented using:
  - **Incident & Injury Notification & Investigation Report** (Appendix A)
- OSHA recordkeeping and reporting requirements shall be followed.

Blood Borne Pathogens - Exposure Control Plan

Blood and certain body fluids may contain pathogens capable of causing disease, including **Hepatitis B (HBV), Hepatitis C (HCV), and Human Immunodeficiency Virus (HIV)**. Exposure may occur during first-aid response or contact with contaminated materials.

Purpose

The purpose of this **Exposure Control Plan (ECP)** is to eliminate or minimize employee occupational exposure to blood and other potentially infectious materials (OPIM) and to comply with the **OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030**, including Appendix A.

This plan applies to **all Evolve Construction employees** who may reasonably anticipate occupational exposure as a result of their job duties.

Exposure Determination - OSHA requires employers to identify job classifications and tasks in which employees may be exposed to blood or OPIM. Exposure determination is made **without regard to the use of personal protective equipment (PPE)**.

At Evolve Construction, the following activities involve potential occupational exposure:

- **First Aid Providers** – Employees who may render first aid or emergency care to an injured or ill person where contact with blood or OPIM is reasonably anticipated.

No other routine job classifications at Evolve Construction are expected to incur occupational exposure.

Compliance Methods – **Universal precautions** shall be observed at all times. All blood and OPIM shall be treated as **known to be infectious**, regardless of the perceived health status of the source individual.

Compliance methods include:

- Avoiding direct contact with blood or OPIM whenever possible
- Using appropriate PPE for all first-aid response involving potential exposure
- Prohibiting employees from providing first aid where blood or OPIM is present unless proper PPE is worn
- Prohibiting eating, drinking, smoking, applying cosmetics, or handling contact lenses in areas where exposure may occur until hands are thoroughly washed

When hand-washing facilities are not immediately available:

- Antiseptic towelettes or cleaners shall be provided and used immediately after exposure
- Hands shall be washed with soap and running water **as soon as feasible**

Personal Protective Equipment (PPE) –

- PPE shall be provided **at no cost** to employees.
- PPE shall be selected based on the anticipated type of exposure and shall prevent blood or OPIM from contacting skin, clothing, eyes, mouth, or mucous membranes.
- Required PPE shall include, at a minimum:
  - Disposable medical gloves
  - Eye and/or face protection where splashing or spraying is possible
- PPE shall be:
  - Readily available in all first-aid kits
  - Single-use and disposable
  - Removed immediately after use and disposed of properly
- Contaminated PPE shall never be cleaned or reused.

Housekeeping and Decontamination –

- Work surfaces contaminated with blood or OPIM shall be **cleaned and decontaminated immediately or as soon as feasible**.
- Decontamination shall be performed using an approved disinfectant (e.g., **1 part bleach to 10 parts water**) or an EPA-registered disinfectant.
- PPE shall be worn during all cleaning and decontamination activities.

Regulated Waste - Regulated waste includes items saturated or visibly contaminated with blood or OPIM.

- Regulated waste shall be placed in:
  - Closable containers;
  - Constructed to prevent leakage; and
  - Properly labelled or color-coded with a biohazard identifier.
- Containers shall be closed prior to removal to prevent spillage or protrusion.
- Disposal shall be in accordance with **all federal, state, and local regulations**.

Hepatitis B Vaccine –

- The **Hepatitis B vaccination series** shall be made available to all employees with occupational exposure.
- The vaccine shall be provided:
  - At no cost to the employee;

- At a reasonable time and place; and
- By or under the supervision of a licensed healthcare professional.

- Employees may decline the vaccination by signing an OSHA-compliant **HBV Declination Form**.
- Vaccination records shall be maintained confidentially.

Post-Exposure Evaluation and Follow-up

All exposure incidents shall be **reported immediately** and investigated.

Following an exposure incident:

- The exposed employee shall receive a **confidential medical evaluation and follow-up** in accordance with OSHA requirements.
- The evaluation shall include:
  - Documentation of the exposure route and circumstances;
  - Identification and testing of the source individual when feasible and lawful;
  - Testing of the exposed employee's blood when consent is given;
  - Counselling and post-exposure prophylaxis when indicated.

Information and Training

Training shall be provided:

- At initial assignment to duties involving potential exposure; and
- **Annually thereafter**.

Training shall include:

- An explanation of the OSHA Bloodborne Pathogens Standard;
- Modes of transmission;
- The contents and location of this Exposure Control Plan;
- Recognition of exposure-risk tasks;
- Engineering and work-practice controls;
- PPE types, selection, use, limitations, decontamination, and disposal;
- Information on the Hepatitis B vaccine;
- Emergency procedures and exposure reporting;
- Post-exposure evaluation and follow-up procedures; and
- Biohazard labels and color-coding systems.

Training is typically conducted in conjunction with First Aid training.

Medical Records

Medical records shall be maintained in accordance with **29 CFR 1910.1020** and kept confidential for the duration of employment plus **30 years**.

Medical records shall include:

- Employee name and Social Security number;
- Hepatitis B vaccination status or declination;
- Results of examinations, testing, and follow-up;
- Healthcare professional's written opinions;
- Exposure incident documentation.

Training Records

Training records shall be maintained for **three (3) years** and include:

- Training dates;
- Training content outline;
- Trainer names and qualifications; and
- Names and job titles of attendees.

Department of Labor and Required Workplace Postings

Evolve Construction shall ensure that all **required federal and North Carolina workplace postings** are properly displayed in accordance with applicable laws and regulations.

Required postings shall be:

- Displayed in a **conspicuous location** where they are readily accessible to employees;
- Maintained in a **legible and current condition**;
- Posted in **all Evolve Construction offices**; and
- Posted at **each active project site** located in North Carolina, including temporary jobsite offices, trailers, or other designated posting areas.

For projects located **outside the State of North Carolina**, required postings shall be reviewed and adjusted in consultation with Evolve Construction management to ensure compliance with applicable state and local requirements.

Required North Carolina & Federal Postings

(As applicable to the project or operation)

- **North Carolina Department of Labor**
  - OSH Notice to Employees
  - Wage & Hour Notice to Employees
  - Form 17 – N.C. Workers' Compensation Notice to Injured Workers and Employers
- **Federal Employment & Labor Law Posters**
  - Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)
  - Equal Employment Opportunity Is the Law
  - Employee Rights – Employee Polygraph Protection Act (EPPA)
  - Employee Rights Under the Fair Labor Standards Act (FLSA)
  - Your Rights Under USERRA (Uniformed Services Employment and Reemployment Rights Act)
  - Employee Rights for Workers with Disabilities Paid at Special Minimum Wages
  - "If You Have the Right to Work, Don't Let Anyone Take It Away"
  - This Organization Participates in E-Verify (when applicable)
- **Construction / Government Contract-Specific Postings**
  - Employee Rights Under the Davis-Bacon Act (Federally Funded Projects)
  - Employee Rights on Government Contracts (Service Contract Act / Government Contracts Only)

OSHA & Safety-Specific Postings

- **OSHA Form 300A – Summary of Work-Related Injuries and Illnesses**
  - Posted annually from **February 1 through April 30** (Appendix D), when required.
- **Emergency Action Plan (Appendix P)**
  - Including current emergency contacts, evacuation procedures, and assembly locations.

Posting Maintenance & Responsibility

- Construction Superintendents and Project Managers are responsible for ensuring required postings are **installed, current, and maintained** at their assigned jobsites.
- When electronic posting is permitted by law, hard-copy postings shall still be provided when required due to:
  - Limited employee access to electronic systems; or
  - Jobsite conditions that necessitate physical posting.
- Outdated, damaged, or missing posters shall be **replaced promptly**.
- Additional postings required by owners, governmental agencies, or project-specific contract terms shall be posted as applicable.

Hazard Communication Program

This Hazard Communication Program shall be reviewed with all Evolve Construction employees and subcontractor personnel and shall be made available at each project in a location accessible to all workers at all times.

All employees have the right to know the identity, hazards, and protective measures associated with chemicals they may be exposed to while working for Evolve Construction. No employee or subcontractor shall be required or expected to expose themselves to harmful levels of hazardous chemicals.

This program has been developed in accordance with OSHA 29 CFR 1926.59 / 1910.1200 and is intended to ensure that information regarding hazardous chemicals is effectively communicated so employees can safely handle, use, store, and dispose of chemical products associated with their assigned duties.

Evolve Construction management has overall responsibility for implementing this program. Construction Project Managers and Superintendents are responsible for ensuring compliance with this program at their respective project sites.

Chemical Inventory

- A **Chemical Product Inventory (Chemical List)** shall be developed and maintained for each Evolve Construction project, work site, or facility.
- The inventory shall include **all hazardous chemical products** used, handled, or stored by Evolve Construction at the site.
- Each subcontractor is required to:
  - Develop and maintain a chemical inventory of all hazardous products they bring to or use on the site; and
  - Submit their chemical inventory to Evolve Construction prior to starting work.
- Subcontractor inventories shall be maintained with the project Safety Data Sheets (SDS) and shall be accessible to all personnel on site.
- Chemical inventories shall be updated whenever new chemicals are introduced or removed from the site.

Safety Data Sheets (SDS)

- A current **Safety Data Sheet (SDS)** shall be obtained for every hazardous chemical used or stored by Evolve Construction.
- Each subcontractor shall provide SDSs for all hazardous chemicals they bring onto the site.
- SDSs shall be:
  - Maintained at the project site;
  - Readily accessible to employees during all work shifts; and
  - Available without barriers or delays.
- Employees shall immediately notify the Superintendent if an SDS cannot be located.
- Employees must read and understand the SDS **before using any hazardous chemical**.

Each SDS provides critical information, including:

- Chemical identity and common names
- Physical and chemical characteristics
- Physical hazards (fire, explosion, reactivity)
- Health hazards and symptoms of exposure
- Routes of exposure
- OSHA Permissible Exposure Limits (PEL) and ACGIH TLVs
- Carcinogenic status
- Safe handling, storage, and spill response requirements

- Required engineering controls, work practices, and PPE
- Emergency and first-aid procedures
- Manufacturer or importer contact information

Chemical Container Labeling

- All hazardous chemicals shall be **properly labelled** in accordance with OSHA and GHS requirements.
- Original manufacturer labels shall not be removed or defaced.
- **Secondary containers**, including fuel cans and dispensing containers, must be labelled unless:
    - The container is under the immediate control of the employee who filled it; and
    - It will be used entirely within the same work shift.

Labels shall include, at a minimum:

- Chemical identity
- Signal word (Danger / Warning)
- Hazard statements
- Appropriate GHS pictograms
- Precautionary statements
- Manufacturer or importer name and contact information

Employees shall follow all label instructions prior to chemical use.

Employee Training

Employees who may be exposed to hazardous chemicals shall be trained:

- At the time of initial assignment;
- When new chemical hazards are introduced; and
- When work conditions change.

Training shall include:

- An overview of this Hazard Communication Program and how to access it;
- Chemical label elements and SDS structure;
- Methods for detecting the presence or release of hazardous chemicals;
- Physical and health hazards of chemicals present at the site;
- Measures to protect against exposure, including:
- Engineering controls;
- Safe work practices; and
- PPE requirements;
- Emergency response procedures for spills or exposures; and
- Procedures for non-routine tasks involving chemical hazards.

Training shall be provided in a manner and language that employees can understand.

Non-Routine Tasks & Unlabelled Pipes

- Prior to performing **non-routine tasks** involving hazardous chemicals (e.g., cleaning vessels, handling spills), employees shall be informed of:
    - Chemical hazards involved;
    - Required protective measures; and
    - Emergency procedures.
- Where applicable, employees shall be informed of the hazards associated with chemicals in **pipes, systems, or process equipment**.

Multi-Employer Worksite Communication

Due to the nature of construction projects, multiple employers may be present on site.

- Each subcontractor shall submit their:
    - Hazard Communication Program;
    - Chemical Inventory List; and

    - Corresponding SDSs prior to mobilization.
- Evolve Construction shall:
    - Make all chemical hazard information available to other employers on site; and
    - Inform subcontractors of:
        - Hazardous chemicals used by Evolve Construction; and
        - Necessary protective and emergency procedures.

Program Availability & Review

- This Hazard Communication Program, chemical inventories, and SDSs shall be available at all times at each project site.
- Employees may request copies by contacting the Superintendent or Evolve Construction management.
- This program shall be reviewed:
    - Periodically;
    - When OSHA requirements change; and
    - When new hazards are introduced.

Means of Egress & Illumination Requirements

Means of Egress

- All exit routes must be kept unobstructed, clearly marked, and accessible.
- Emergency exits must never be locked or blocked.
- Workers must have a clear, continuous path of travel to an exit.

Illumination Requirements

Minimum lighting levels shall be maintained:

- **5 foot-candles** – General construction areas
- **10 foot-candles** – First aid stations, stairs, and accessways
- **30 foot-candles** – Detailed or precision work

Defective lighting must be corrected immediately.

Whistleblowing and Protection from Retaliation

Evolve Construction is committed to maintaining a safe, ethical, and transparent workplace. Employees and subcontractor personnel must feel free to report unsafe conditions, violations of this Safety & Health Management Program, suspected misconduct, or any concerns regarding health, safety, or compliance without fear of retaliation.

Right to Report Safety Concerns

All personnel have the right and responsibility to report:

- Unsafe or hazardous working conditions
- Violations of OSHA standards or company safety rules
- Unsafe behaviors or practices
- Near-miss incidents or unreported injuries
- Ethical concerns, fraud, or misconduct impacting safety
- Any actions that could cause harm to workers, property, or the public

Reports may be made to:

- The Evolve Construction Superintendent
- Project Manager
- Safety Coordinator
- Company Management

Employees may also report concerns directly to OSHA as allowed by law.

Protection From Retaliation

Evolve Construction strictly prohibits retaliation against any employee or subcontractor who:

- Reports a safety concern in good faith
- Refuses to perform work they reasonably believe to be unsafe
- Requests safety information or training
- Participates in an investigation
- Files or is perceived to be filing a complaint

Retaliation includes, but is not limited to:

- Termination or removal from the project
- Demotion or loss of responsibilities
- Reduction of hours or reassignment
- Intimidation, harassment, or threats
- Any adverse action tied to reporting a concern

Any form of retaliation is a serious violation of company policy and will result in disciplinary action.

Confidentiality

Evolve Construction will maintain confidentiality of whistleblower reports to the fullest extent possible. Reports may be made anonymously, and no individual will be required to reveal their identity unless they choose to do so.

Good-Faith Reporting

Employees are expected to make reports in good faith, based on honest observations or concerns. Good-faith reporting will **never** result in disciplinary action, even if the concern is later determined unfounded.

Investigation of Reports

Upon receipt of a report:

- The concern will be reviewed promptly.
- A timely investigation will be conducted.
- Corrective action will be implemented when necessary.
- Findings will be documented and retained in company records.

All employees and subcontractors are required to cooperate fully in any investigations related to safety or compliance.

Zero Tolerance for False Retaliation Claims

While Evolve Construction encourages open reporting, intentionally false claims of retaliation or misconduct may result in disciplinary action.

Section 2 - Worksite Safety and Health Rules and Procedures

No safety manual can address every hazard or condition encountered in construction work. Therefore, all employees are expected to use **sound judgment**, follow established safe work practices, and comply with all safety requirements.

When unsure about a hazard, chemical, or procedure, employees shall **stop work and seek guidance** from their supervisor, superintendent, or Evolve Construction management before proceeding.

Worksite Safety Rules and Procedures

The following rules and procedures establish minimum safety requirements for all Evolve Construction employees, subcontractors, vendors, and visitors. These rules are not intended to address every conceivable hazard; therefore, employees are expected to exercise sound judgment, follow safe work practices, and stop work when uncertainty exists.

Failure to comply may result in disciplinary action or removal from the project.

General Safety Rules

- Maintain constant awareness of tasks, surroundings, and hazards.
- Running, horseplay, or distracting behaviors are prohibited.

- Do not distract other workers or engage in actions that could endanger others.
- Watch walking and working surfaces at all times.
- Do not enter barricaded or restricted areas without authorization from the controlling contractor.
- Do not perform work at heights if medical conditions (e.g., dizziness, seizures, fainting) increase fall risk.
- Secure work areas before leaving them unattended.
- Obey all safety signs, markings, warnings, and supervisory instructions.

Ergonomics & Manual Material Handling

Evolve Construction is committed to reducing musculoskeletal injuries through proper ergonomics and safe material handling practices.

Employees shall:

- Use **mechanical lifting aids** or team lifts where practicable
- Avoid lifting loads beyond personal capability
- Use proper lifting techniques (neutral spine, legs—not back)
- Report early signs of strain or discomfort

Supervisors shall evaluate tasks with repetitive motion, awkward postures, or heavy lifting and implement controls to reduce ergonomic risk.

Asbestos

Policy

Evolve Construction employees are **prohibited from disturbing or handling asbestos-containing materials (ACM) or presumed asbestos-containing materials (PACM)**. Only **licensed asbestos contractors** shall perform abatement, removal, or cleanup activities. Materials in buildings constructed **prior to 1980** shall be presumed to contain asbestos unless verified otherwise.

Procedures if PACM Is Encountered

- Stop work immediately.
- Warn nearby workers.
- Notify supervision.
- Barricade the area if disturbance occurred.
- Do not resume work until clearance is provided.

Training

Employees who may work in environments where asbestos could be present shall receive **OSHA-required asbestos awareness training**, documented and refreshed annually as applicable.

Cell Phone / Hand Held Device Usage Policy

Definition: Mobile Hand Held Devices - Hand held devices may include cell phones, tablets, radios and other similar devices.

While At Work

Personal device use is prohibited during active work except for business purposes, emergencies, or breaks.

While Operating Motor Vehicles and Equipment

- Hand-held device use is prohibited while driving or operating equipment.
- Texting, emailing, and app use while driving are prohibited.
- Emergency calls (911) are permitted.
- Pull over safely before using devices.

Procedures:

- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, or send/read messages, pull off the road to a safe location and stop the vehicle before using your phone.
- The only exception to this policy is for calls placed to 911.
- If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
- When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
- Be concerned for your co-workers' safety. Ask them to call you back at a safer time if they call you while driving.
- Always adhere to state and local laws and ordinances.

Concrete & Masonry Operations

All concrete and masonry operations shall be planned and performed in accordance with OSHA 29 CFR 1926 Subpart Q and applicable manufacturer specifications. Only trained and authorized personnel shall perform concrete and masonry activities.

Safety Requirements for Concrete Construction

- All **vertical and horizontal reinforcing steel**, form stakes, metal silt fence stakes, conduits, pipes, dowels, and similar protrusions shall be **protected against impalement** using:
  - Approved rebar caps designed for impalement protection; or
  - Job-made wooden troughs or equivalent protective systems.
- Employees operating concrete vibrators, pump nozzles, tremies, buckets, or working in wet-concrete placement zones shall wear **appropriate eye and face protection**. Long-sleeve shirts, gloves, and suitable skin protection are strongly recommended to prevent **concrete burns, chemical burns, and contact dermatitis**.
- **Riding concrete buckets or suspended concrete loads is strictly prohibited.**
- Vertical reinforcing steel for walls, piers, columns, and similar structures shall be **adequately guyed, braced, or otherwise supported** to prevent overturning or collapse.
- Uncoiled wire mesh shall be **properly secured** to prevent recoiling or sudden release.
- **Safe rigging practices** shall be used when handling concrete buckets, hoppers, and form components.
  Employees controlling suspended concrete buckets shall use **tag lines** to maintain load control.
- Formwork, reshoring, and shoring systems shall:
  - Be designed or approved by a **qualified person**;
  - Be erected, braced, inspected, and used in accordance with the design; and
  - Not be altered or removed until the concrete has attained **sufficient strength** to support the imposed loads.
- Employees shall be protected from hazards associated with **form failure, concrete blowouts, and premature stripping**.
- Bull floats and other long-handled conductive concrete tools shall be maintained at **safe clearance distances from overhead power lines and energized equipment**.
- Elevated concrete placement activities shall include controls to protect workers below from falling materials, splash hazards, or structural instability.

Safety Requirements for Masonry Construction

Limited Access Zones (LAZ)

A **Limited Access Zone (LAZ)** shall be established whenever masonry walls are under construction and are not yet permanently supported.
The LAZ shall meet the following requirements:

- Established **prior to start** of wall construction.
- Extend the **entire length of the wall**.
- Be equal to the **height of the wall plus four (4) feet**.
- Be established on the **unscaffolded side** of the wall.
- Restricted to employees **actively engaged** in constructing the wall.
- Clearly identified using barricades, tape, or other effective means.
- Remain in place until:
    - Permanent supporting elements are in place; or
    - Temporary bracing is installed to prevent overturning or collapse.

No other employees shall be permitted to enter the Limited Access Zone.

Wall Bracing & Stability

- All masonry walls **over eight (8) feet in height** shall be **adequately braced** to prevent collapse or overturning.
- Bracing shall remain in place until permanent structural supports are installed.
- Permanent supporting elements for interior walls may include:
    - Completion of exterior walls; or
    - Other structural components designed to eliminate wind or lateral load exposure.
- Bracing systems shall be capable of withstanding **wind loads, construction loads, and incidental impacts**.

Additional Masonry Safety Requirements

- Materials shall be stored to prevent overloading of partially completed walls.
- Masonry units shall not be placed on walls where stability has not been confirmed.
- Employees shall not work on masonry walls until **foundation and base support conditions** are verified.
- Overhead mortar boards, scaffolds, and staging shall be secured and properly supported.

Confined Space Entry

Permit-Required Confined Space Program

Key Requirements, Roles, and Training

No employee or subcontractor employee shall enter a Permit-Required Confined Space (PRCS) without strict compliance with this program, a completed Confined Space Entry Permit (Appendix Q), and written authorization from Evolve Construction management.

Key Pre-Entry Requirements

Prior to any permit-required confined space entry, the following requirements must be met:

- A Competent Person (Entry Supervisor) shall evaluate the space and identify all actual or potential hazards.
- The Entry Supervisor shall conduct and document atmospheric testing for:
    - Oxygen concentration;
    - Flammable or combustible gases and vapors;
    - Toxic gases or vapors; and
    - Any other atmospheric hazards.
- Authorized entrants shall be:
    - Informed of potential hazards;
    - Given the opportunity to observe air monitoring; and
    - Provided access to monitoring results prior to entry.
- All test results (pre-entry and periodic) shall be recorded on the Confined Space Entry

Permit (Appendix Q).

- Entry is prohibited when Immediately Dangerous to Life or Health (IDLH) conditions exist unless:
  - Qualified rescue personnel are immediately available on-site; and
  - All OSHA rescue requirements are met.
- All equipment, mechanical systems, and energy sources within the space shall be locked out and tagged out.
- All lines conveying hazardous materials into the space shall be isolated, disconnected, blocked, or blinded.
- The space shall be emptied, flushed, or purged as feasible.
- Continuous mechanical ventilation shall be provided when:
  - Atmospheric hazards may develop; or
  - Required to maintain safe entry conditions.
- At least one designated Entry Attendant shall be positioned outside the space for the duration of entry.
  - A single attendant shall not monitor multiple permit spaces simultaneously.
- Rescue procedures shall be established prior to entry.
  - Non-entry rescue shall be used whenever feasible.
  - Required rescue equipment (e.g., full-body harnesses, retrieval lines, tripods, hoists) shall be available at the site.
- Emergency contact numbers for local rescue and emergency services shall be established and posted.
- Communication methods shall be established between entrants and attendants (verbal, radio, visual, etc.).
- All required PPE, tools, monitoring equipment, and safety controls shall be identified and specified.
- The entry permit and entry plan must be completed, reviewed, and authorized prior to entry.

Entry Supervisor Responsibilities & Duties

- The entry supervisor is responsible for ensuring that all “Pre-Entry Requirements” have been met as described in this program, on the entry permit or as required by the OSHA regulations.
- The entry supervisor is responsible for knowing the hazards that may be faced during entry including the signs, symptoms and consequences of exposure. The entry supervisor is responsible for ensuring that the attendant and entrants are properly trained as necessary to safely perform their duties during the confined space entry.
- The entry supervisor must verify, by checking that the entry permit has been appropriately completed, that all specified tests have been conducted and that all procedures and equipment required by the permit are in place before endorsing the permit and allowing entry to begin.
- The entry supervisor will terminate the entry and cancel the permit as required when the entry operations have been completed, the permit expires, or a condition that is not allowed under the entry permit arises.
- The entry supervisor must verify that rescue services are available as required by the Pre-Entry Requirements of this program and that the means for summoning them are operable.
- The entry supervisor will remove unauthorized individuals who enter the space or who attempt to enter the space during entry operations.
- The entry supervisor will verify that the entry operations remain consistent with the terms of the entry permit and this program; and that acceptable entry conditions are maintained by

conducting verification inspection and monitoring (atmospheric testing, etc.) on an **hourly basis** unless it is determined that more frequent verification inspection and monitoring is necessary.

Rescue Services

Where entry rescue may be necessary, rescue services shall be evaluated and selected based on:

- Ability to respond in a timely manner;
- Proficiency in confined space rescue; and
- Proper training and equipment.

Acceptable rescue options include:

- Rescue services provided by the host facility;
- A qualified outside rescue service (e.g., private contractor or local rescue squad) that has:
  - Evaluated the site;
  - Conducted practice drills; and
  - Formally agreed to provide rescue services; or
- An employer-provided rescue team that is properly trained, equipped, and OSHA-compliant.

Where entry rescue is required, rescue personnel shall be immediately available on-site.

Entry Supervisor Responsibilities

The Entry Supervisor is responsible for:

- Verifying all pre-entry requirements are completed.
- Identifying known hazards and ensuring proper controls.
- Confirming entrants and attendants are trained and authorized.
- Verifying permits are fully completed and equipment is in place.
- Authorizing entry by endorsing the permit.
- Terminating entry when:
  - Work is complete;
  - The permit expires; or
  - Prohibited conditions arise.
- Verifying rescue services availability and communication means.
- Removing unauthorized individuals from the space.
- Conducting verification inspections and periodic atmospheric monitoring (at least hourly, or more frequently as needed).

Entry Attendant Responsibilities

The Entry Attendant shall:

- Understand space hazards and exposure symptoms.
- Remain outside the permit space at all times.
- Maintain accurate entrant counts and identities using permit logs.
- Maintain communication with authorized entrants.
- Monitor conditions inside and outside the space.
- Order evacuation immediately if:
  - Prohibited conditions develop;
  - Entrant behavior indicates exposure;
  - External hazards arise; or
  - The attendant cannot perform required duties.
- Summon rescue and emergency services when needed.
- Prevent unauthorized entry.
- Perform non-entry rescue when specified.
- Perform no other duties that interfere with monitoring responsibilities.

- Coordinate with other employers' attendants when multiple employers are involved (without assuming responsibility for other employers' entrants).

Authorized Entrant Responsibilities

Authorized entrants shall:

- Understand space hazards, symptoms, and consequences of exposure.
- Properly use all required PPE, monitoring, and rescue equipment.
- Maintain communication with the attendant.
- Alert the attendant to symptoms, hazards, or prohibited conditions.
- Request additional air monitoring when needed.
- Exit the space immediately when:
  - Ordered to evacuate;
  - Alarms activate;
  - Prohibited conditions exist; or
  - Symptoms of exposure occur.

Training Requirements for Employees Engaged in Confined Space Work

All employees involved in confined space work shall receive training to ensure competency in assigned duties.

Training is required:

- Before initial assignment;
- When job duties change;
- When hazards change;
- When permit procedures change; or
- When deficiencies in knowledge or performance are observed.

Training shall include:

- Permit contents and procedures;
- OSHA-defined duties and responsibilities;
- Space hazards and exposure symptoms;
- Emergency and rescue procedures;
- PPE and equipment use;
- Atmospheric testing;
- Lock-Out/Tag-Out; and
- Fall protection where applicable.

All training shall be documented, including:

- Employee name;
- Trainer name and signature; and
- Training date.

Subcontractor training records shall be submitted prior to confined space work.

Annual Review

A review of this permit space program will be conducted using all cancelled and retained permits on an annual basis to determine the effectiveness of the program and to make revisions as necessary.

Cranes and Aerial Lifts

All crane operations on Evolve Construction projects shall comply with OSHA 29 CFR 1926 Subpart CC, manufacturer requirements, and this Safety & Health Management Program. Only trained, certified, and authorized personnel may participate in crane operations.

Operator & Equipment Requirements

- A **third-party annual crane inspection** is required prior to crane operation on any Evolve Construction project. Inspection documentation shall be maintained with the crane and

submitted to Evolve Construction upon request.

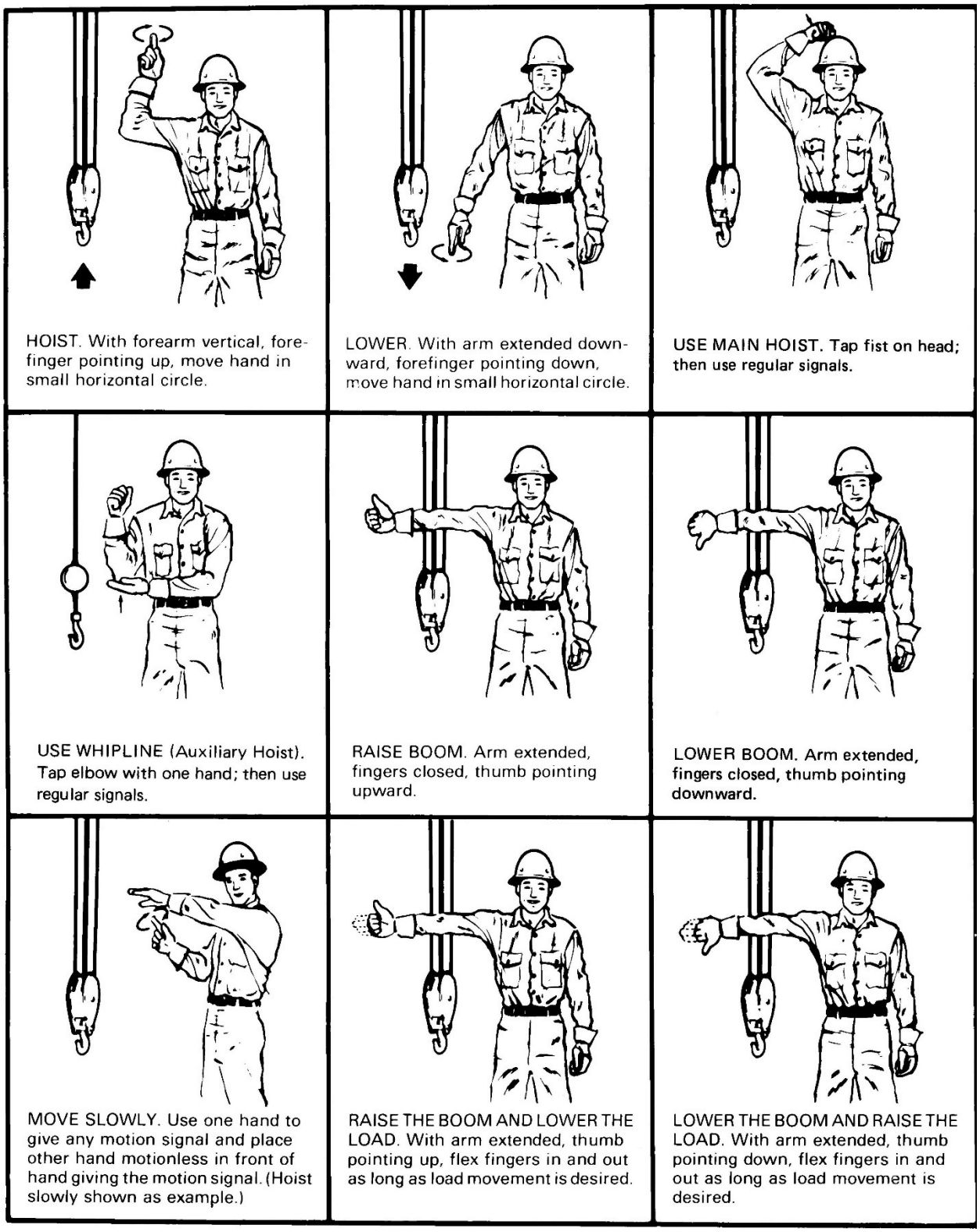
- **Crane operators must hold current certification** from an accredited crane operator testing organization. Certifications must be **type- and capacity-specific** for the crane being operated.
- Operators' certification documentation shall be submitted to Evolve Construction prior to crane operation.
- **Daily pre-shift crane inspections** shall be conducted by a competent person (typically the operator) and documented using the **Crane Safety Inspection Report (Appendix I)** or approved equivalent.
- Any deficiency affecting safe operation shall be corrected **before use**.
- The **crane operator has full authority to stop work** at any time when unsafe conditions exist. This authority shall not be overridden.
- **Hoisting loads over personnel is prohibited** unless expressly approved by Evolve Construction management and controlled in accordance with OSHA requirements and an approved lift plan.

Critical Lifts & Capacity Lifts

- The following are considered **Critical Lifts**:
  - Any load **≥ 75% of the crane's rated capacity** as configured;
  - **Tandem lifts** involving two or more cranes simultaneously; or
  - Lifts involving exceptional risk due to load characteristics, site constraints, or proximity to occupied areas.
- All critical lifts require a **written Critical Lift Plan (Appendix R)** developed by a competent and qualified person and reviewed prior to execution.
- Any lift **≥ 90% of the crane's rated capacity** is considered a **Capacity Lift** and requires **prior approval from Evolve Construction management and the crane owner/subcontractor's management** before proceeding.
- Critical and capacity lifts shall include verification of:
  - Net load weight (including rigging);
  - Crane configuration and load chart capacity;
  - Swing radius and set-up conditions; and
  - Ground bearing capacity.

Hand Signals & Signal Persons

- Only **trained and qualified signal persons** shall provide signals to crane operators.
- Subcontractors shall submit **signal person qualification documentation** prior to signalling any crane operations. Documentation shall:
  - Identify the type of signals the person is qualified to use (hand, voice, radio, etc.);
  - Include the date of training and evaluation; and
  - Identify the trainer/evaluator.
- **Only one signal person** shall signal the crane at any given time.
- **All crane operators shall obey a "STOP" signal** given by any person.
- A signal person is required when:
  - The point of operation or load path is not in full view of the operator;
  - The crane is traveling and the direction of travel is obstructed; or
  - Site-specific conditions warrant the use of a signal person.
- Signals shall be given using **standard OSHA-recognized hand signals**, voice commands, or audible/radio communication systems.
- Signal charts shall be posted or readily available at the operator station.



HOIST. With forearm vertical, forefinger pointing up, move hand in small horizontal circle.

LOWER. With arm extended downward, forefinger pointing down, move hand in small horizontal circle.

USE MAIN HOIST. Tap fist on head; then use regular signals.

USE WHIPLINE (Auxiliary Hoist). Tap elbow with one hand; then use regular signals.

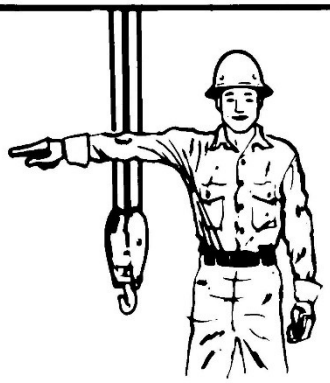
RAISE BOOM. Arm extended, fingers closed, thumb pointing upward.

LOWER BOOM. Arm extended, fingers closed, thumb pointing downward.

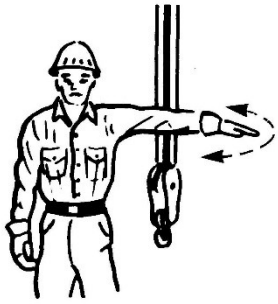
MOVE SLOWLY. Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly shown as example.)

RAISE THE BOOM AND LOWER THE LOAD. With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.

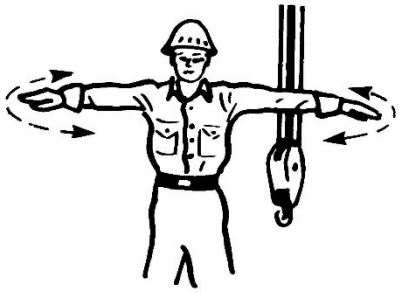
LOWER THE BOOM AND RAISE THE LOAD. With arm extended, thumb pointing down, flex fingers in and out as long as load movement is desired.



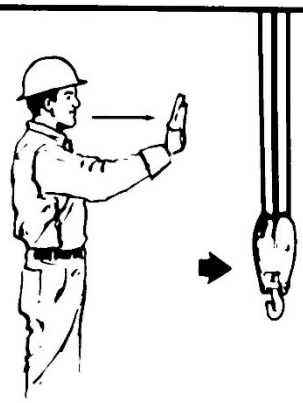
SWING. Arm extended, point with finger in direction of swing of boom.



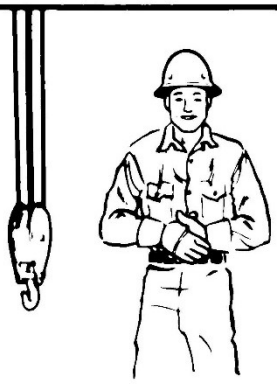
STOP. Arm extended, palm down, move arm back and forth horizontally.



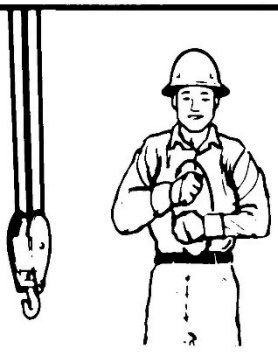
EMERGENCY STOP. Both arms extended, palms down, move arms back and forth horizontally.



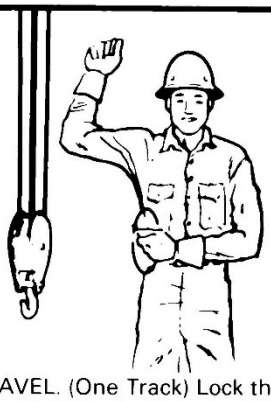
TRAVEL. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.



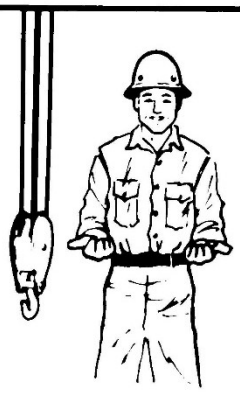
DOG EVERYTHING. Clasp hands in front of body.



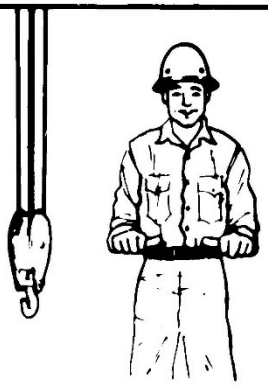
TRAVEL (Both Tracks). Use both fists in front of body, making a circular motion about each other, indicating direction of travel, forward or backward. (For land cranes only.)



TRAVEL. (One Track) Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body. (For land cranes only.)



EXTEND BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing outward.



RETRACT BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing toward each other.

Hoisting Personnel

- **Cranes shall not be used to hoist personnel** unless conventional access methods (ladders, scaffolds, aerial lifts) are infeasible due to structural design or site conditions, or would create a greater hazard.
- When personnel hoisting is permitted, **all applicable OSHA requirements must be met**, including:
  - Use of a properly designed and manufacturer-approved personnel platform;
  - Installation and use of anti-two-block devices;
  - Performance of a trial lift;
  - Conducting a pre-lift meeting;
  - Proper rigging and attachment procedures; and
  - Continuous supervision during hoisting.
- **Riding crane hooks, headache balls, slings, or materials is strictly prohibited**.

Electrical Safety

Electrical hazards present a significant risk of shock, electrocution, burns, and fire. All electrical work and the use of electrical tools and equipment shall comply with applicable OSHA standards, manufacturer requirements, and this Safety & Health Management Program.

General Requirements

- Prior to using any 120 volt (15 or 20 amp) receptacle outlets on construction sites, employees must ensure that the outlet is protected by a ground fault circuit interrupter (GFCI). Where outlets are not equipped with a GFCI, portable (pigtail type) GFCI protection will be provided and used.
- Receptacle outlets on portable generators must be protected by a GFCI, or portable (pigtail type) GFCI protection will be required and used.
- Extension cords must be of the three-wire type and shall be designed for hard or extra-hard service. Romex shall not be used as a flexible cord. Flexible cords shall be protected from damage and shall not be exposed to vehicle or equipment traffic, pinch points, or sharp edges.
- Electrical cords shall not be exposed to wet or damp locations unless properly rated for wet or damp locations.
- Cords shall be kept clear of walkways and aisles to prevent tripping hazards.
- Flexible cords shall not be frayed, worn, or damaged. Cords shall not be spliced. Insulation shall be free of damage. Cord ends shall have proper strain relief devices to prevent pull from being transmitted directly to joints or terminal screws.
- Each employee must inspect cords daily prior to use. Damaged cords must be repaired or tagged “Danger Do Not Use” and removed from service. Cords will not be repaired with electrical tape.
- Welding leads shall be maintained in safe condition and repaired as needed. Splices and repairs shall not be made within 10 feet of the electrode holder.
- All electric tools and equipment shall be of the three-wire grounded type or double insulated.
- All grounding pins shall be intact and the path to ground from all circuits, equipment, tools, etc. shall be permanent and continuous.
- Temporary lights shall be suspended at least 7 feet from the floor and bulbs shall be protected by guards. Temporary lights shall not be suspended by their electric cords.
- Clear access of at least 3 feet shall be maintained in front of switchboards and panel boxes.
- Switchboards and panel boxes shall have no openings allowing access/exposure to unprotected energized components. Access to energized equipment shall be restricted to qualified electrical personnel.

- All electrical equipment and circuits shall be de-energized, rendered inoperative, locked and tagged at the disconnect or point where de-energized before service or repairs begin. The objective is to achieve a "zero" energy state prior to beginning work. (See Lock-Out/Tag-Out procedures in this SHMP for more information.)
- All Evolve Construction employees are considered to be "Unqualified" as it relates to energized electrical work and as such must maintain a minimum clearance of 10 feet from all exposed energized electrical parts, equipment or conductors including power lines up to 50kV. Greater clearance distances are required for higher voltages. Employees shall consider all exposed electrical parts/circuits as energized and shall maintain proper clearance distances.
- Each subcontractor must provide training for affected employees in electrical safety related work practices to include at least the following:
  - Requirements for GFCI usage.
  - Grounding requirements for power tools and cords.
  - Condition inspection requirements for power tools and cords.
  - How to recognize electrical installations that may pose a shock/electrocution hazard.
  - Notice of prohibition to work on any energized electrical installations, conductors or equipment.
  - Required clearance distances.
  - Lock-Out/Tag-Out Procedures.

Subcontractor Electrical Safety Training

Each subcontractor shall provide electrical safety training for affected employees, including at a minimum:

- GFCI requirements and use;
- Proper grounding of tools and cords;
- Cord and tool inspection requirements;
- Identification of electrical shock and electrocution hazards;
- Prohibition against working on energized electrical equipment;
- Required clearance distances from energized conductors; and
- Lock-Out/Tag-Out procedures.

Training documentation shall be provided to Evolve Construction upon request.

Portable Generators

- Portable generators shall be **properly grounded** as required.
- Electrical connections shall not be made or broken **under load**.
- Generators shall only be operated in **well-ventilated areas**.
  - Operation in enclosed or occupied spaces is prohibited due to carbon monoxide hazards.
- Fuel caps shall not be removed and generators shall not be refuelled while:
  - The engine is running; or
  - The engine is hot.

Energized Work & Arc Flash Protection

Policy

Evolve Construction's Energized Work & Arc Flash Protection policy is based on the fundamental principle that **energized electrical work shall be avoided whenever possible**. Circuits, conductors, and equipment shall be **de-energized and placed in an electrically safe work condition** prior to the performance of inspection, servicing, maintenance, or repair activities.

Energized work shall be permitted **only when de-energizing is infeasible** due to equipment design, operational limitations, or when de-energizing would introduce a greater hazard.

Energized work must be **approved in advance by management** and performed only by **qualified electrical personnel** in accordance with OSHA requirements.

General Requirements

- All Evolve Construction employees are considered unqualified with respect to energized electrical work and shall not perform energized work.
- Only qualified electrical personnel, properly trained in energized electrical safety and arc flash hazards, may perform authorized energized work.
- Employees shall treat all exposed electrical conductors and components as energized unless verified otherwise.
- Minimum approach distances shall be maintained at all times in accordance with OSHA requirements.

Standard Operating Procedures (Arc Flash Hazard Control)

To reduce the risk of arc flash, shock, and electrocution, the following procedures shall be followed whenever electrical systems are serviced or maintained:

1) **De-energize all circuits** before performing any maintenance or service.
2) **Identify all sources of electrical supply**, including secondary and backup sources.
3) **Open and isolate all disconnecting devices** supplying the equipment.
4) Apply **Lock-Out/Tag-Out (LOTO)** devices in accordance with the Evolve Construction Lock-Out/Tag-Out Program.
5) **Test each conductor and circuit** using an approved voltage-testing device to verify the absence of voltage.
    a. Test the tester before and after use.
6) **Apply grounding devices** where:
    a. Stored energy may exist;
    b. Induced voltage is possible; or
    c. De-energized conductors could contact energized parts.

This sequence is required to establish a **zero-energy state** before work begins.

Energized Work Authorization

When energized work is determined to be necessary:

- The decision to perform energized work shall be **documented and justified**, demonstrating that de-energizing is infeasible or would create a greater hazard.
- A job-specific evaluation shall identify:
    - The electrical hazards involved;
    - Shock and arc flash risks;
    - Required safe work practices; and
    - Necessary protective measures.
- Only qualified electrical personnel shall perform the work using appropriate:
    - Tools;
    - Insulating equipment; and
    - Personal protective equipment (PPE) suitable for the hazard.

Arc Flash Protection Measures

Where arc flash hazards may exist, appropriate protective measures shall be implemented, which may include:

- Establishment of safe working distances;
- Use of insulated tools and equipment;
- Arc-rated PPE as required by the hazard;
- Barriers or insulating materials to prevent accidental contact; and
- Controlled access to the work area.

Employees not directly involved in the energized task shall be **restricted from the area**.

Training & Responsibilities

- Qualified electrical personnel shall be trained to:
  - Recognize electrical and arc flash hazards;
  - Understand approach boundaries;
  - Use protective equipment correctly; and
  - Follow safe work practices.
- Energized work procedures shall be reviewed as part of:
  - Electrical safety training;
  - Job safety planning; and
  - Incident or near-miss reviews.
- Compliance with this policy is mandatory and violations may result in disciplinary action.

Fall Protection & Prevention

Fall Protection Policy

Evolve Construction and all subcontractors shall take **all practical measures to eliminate, prevent, and control fall hazards**. Work shall be planned and executed with the objective of eliminating fall hazards whenever feasible. When fall hazards cannot be eliminated, **effective fall protection systems shall be implemented before work begins**.

Fall protection is required at all times (100% fall protection) when employees are exposed to a fall of **six (6) feet or more to a lower level**, including but not limited to:

- Roof work
- Leading edges
- Open sides and edges
- Scaffolds
- Steel erection activities

The only exception to the six-foot fall protection requirement is **proper ladder use** in accordance with applicable ladder safety requirements.

Approved Fall Protection Systems & Criteria:

Personal Fall Arrest Systems shall meet OSHA and ANSI requirements and include:

- A full-body harness
- Shock-absorbing lanyards (including double-leg lanyards when needed)
- Approved anchorage connectors and anchor points
- Self-retracting lifelines (SRLs)
- Horizontal or vertical lifelines used with approved rope grabs

PFAS requirements include:

- Double-locking snaphooks only
- Body belts are prohibited
- Harnesses shall be properly fitted and adjusted
- Equipment shall be visually inspected before each use
- PFAS inspections shall be documented weekly using the Personal Fall Arrest System Inspection Report (Appendix O)
- Damaged or defective equipment shall be removed from service, destroyed, and disposed of
- Anchorage points shall support 5,000 lbs. per employee attached or be designed and certified by a qualified person
- PFAS shall never be used for material hoisting or rigging
- Lanyards shall not be connected together and snaphooks shall not be connected to other snaphooks

Rescue Planning:

Prior to use of PFAS, a rescue plan shall be developed to ensure fallen workers can be rescued promptly (generally within 10–15 minutes) or can self-rescue.

- **Floor Hole Covers:**
  - Floor openings **2 inches or greater** shall be protected.
  - Covers shall support at least **twice the maximum intended load**.
  - Covers shall be **secured to prevent displacement**.
  - Covers shall be clearly marked **"Danger – Hole Cover"** or similar warning.

Safety Nets:

When safety nets are used:

- Nets shall be designed and installed by **qualified persons**.
- Nets shall be **drop-tested** after installation and at **six-month intervals** using a 400-lb test weight.
- Nets shall be inspected **before each shift**.
- Debris and materials shall be removed as work progresses.

Guardrail Systems:

Guardrails may be used in place of PFAS where properly installed, except:

- When working from aerial lift platforms; or
- When leaning over, reaching through, or outside guardrails.

Guardrail requirements:

- Top rail, mid-rail, and toe boards where falling object hazards exist
- Top rail height: **42 inches ± 3 inches**
- Top rail resistance: **200 lbs**
- Mid-rail resistance: **150 lbs**
- Toe board resistance: **50 lbs**
- Leaning against, climbing, or standing on guardrails is prohibited
- Guardrails shall **not be used as PFAS anchor points**

Minimum Guardrail Construction Criteria

Top Rail Height: 42" ± 3"
Mid Rail Height: 21"
Toe Board Height: 3 ½"
Post Spacing: 8' (wire rope spacing per qualified person)

The following table provides minimum specifications for the construction of guardrails systems.

Construction Criteria	Wooden	Steel Pipe	Steel Angle Iron	Wire Rope/Cable
Height of Top Rail	42" (+/- 3")	42" (+/- 3")	42" (+/- 3")	42" (+/- 3")
Height of Mid Rail	21"	21"	21"	21"
Height of Toe Board	3 ½"	3 ½"	3 ½"	3 ½"
Top Rail Size	2x4	1 ½" Schedule 40	2"x 2"x ¼"	3/8" Diameter
Mid Rail Size	2x4 or 1x6	1 ½" Schedule 40	2"x 2"x ¼"	3/8" Diameter
Toe Board Size	1 x 4	¼" Plate or Wood	¼" Plate or Wood	¼" Plate or Wood
Post Spacing	8'	8'	8'	(See Note)
Post Size	2x4	1 ½" Schedule	2"x 2"x ¼"	(See Note)

		40		

Note: Post spacing and size for wire rope guardrails to be determined by a qualified person.

- **Warning Line Systems:**

Warning line systems may be used **only on fully decked roofs** under the following conditions:

- Installed around all roof edges
- Minimum distance from edge:
  - **6 feet** for roofing work
  - **15 feet** for non-roofing trades
- Access paths formed with double warning lines
- Barricades placed across unused access paths
- Warning lines shall consist of **rope, wire, or chain** (no caution tape)
- Lines flagged every **6 feet**
- Height: **34–39 inches**
- Minimum tensile strength: **500 lbs**
- No employee shall work between the warning line and roof edge unless protected by:
  - PFAS
  - Guardrails; or
  - Safety nets

Positioning Devices:

- Positioning devices are permitted for tasks such as rebar tying and concrete wall work.
- Devices must have **double-locking snaphooks**.
- When exposed to falls greater than 6 feet, positioning devices shall be used **in conjunction with PFAS or SRLs**.

Fall Hazard / Fall Protection Training

All employees exposed to fall hazards shall receive **documented fall protection training**, including:

- Hazard recognition
- Use and limitations of fall protection systems
- Inspection procedures
- Emergency and rescue procedures

Retraining shall occur when:

- Workplace hazards change
- New equipment is introduced
- Improper use is observed
- Knowledge deficiencies are identified

Training records shall include:

- Employee name
- Date of training
- Trainer signature

Subcontractors must submit training documentation for employees working at height.

Fire Protection & Prevention

Fire hazards present a serious risk of injury, property damage, and catastrophic loss. Evolve Construction and all subcontractors shall take all reasonable measures to prevent fires and ensure effective emergency response in accordance with OSHA requirements and this Safety &

Health Management Program.

Fire Protection

General Requirements.

- All firefighting equipment shall be **inspected regularly** and maintained in proper working condition.
- Employees shall be trained and familiar with:
  - Emergency escape routes and exits;
  - Locations of firefighting equipment;
  - Proper use of portable fire extinguishers; and
  - The limitations and risks associated with **incipient-stage firefighting**.
- All fire exits, exit routes, and paths of egress shall be:
  - Clearly marked;
  - Unobstructed at all times; and
  - Unlocked during working hours.
- Employees shall follow the **P.A.S.S. method** when using fire extinguishers:
  - **P** – Pull the pin
  - **A** – Aim at the base of the fire
  - **S** – Squeeze the handle
  - **S** – Sweep side-to-side

Employees are **not required** to fight fires. Evacuation is required when fires cannot be controlled safely at the incipient stage.

Fire Extinguishers.

Inspection & Maintenance

- Portable fire extinguishers shall be:
  - Visually inspected **monthly**; and
  - Subject to **annual maintenance inspections** by an authorized third party.
- Fire extinguisher locations shall be **clearly marked and readily accessible**.

Minimum Fire Extinguisher Distribution

Fire extinguishers with a minimum 2A rating shall be provided and conspicuously located:

- In all site offices;
- At least one on each floor of buildings under construction;
- At least one on each floor adjacent to stairways; and
- So that **travel distance does not exceed 100 feet**.

Fire extinguishers with a minimum 2A-10B-C rating shall be provided and located:

- On all gas, diesel, or propane-powered mobile equipment;
- Within **50 feet** of:
  - Where more than 5 gallons of flammable liquids are used or stored;
  - Where more than 5 pounds of flammable gas are used or stored;
  - Oxygen and acetylene or flammable gas storage areas; and
  - Welding, burning, or torch-cutting operations.

Fire extinguishers with a minimum 2A-20B-C rating shall be provided:

- Within **75 feet**, but not closer than **25 feet**, of:
  - Bulk flammable liquid storage tanks; and
  - On-site refuelling areas.

Fire Department Access.

- Trucks, equipment, and materials shall be positioned to maintain unobstructed access for fire department apparatus at all times.
- Access roads shall be maintained in usable condition and free of mud, debris, and

obstructions.
- Fire hydrants shall remain fully accessible and unobstructed at all times.

Fire Prevention - General Requirements.

- **Open burning of combustible materials is strictly prohibited.**
- Combustible waste, scrap, and debris shall be **removed daily** or more frequently as required.
- Flammable or combustible solvents **shall not be used as cleaning agents**.

Compressed gas cylinder storage.

- Cylinders shall be stored:
  - Upright; and
  - With valve protection caps in place when not in use.
- Cylinders shall be secured to prevent tipping during storage and transport.
- Fuel gas and oxygen cylinders shall be separated by a minimum of 20 feet when not in use.
  - Cylinders are considered “in use” if they will be used again within 24 hours.
  - Empty cylinders shall be stored separately from full cylinders.

Flammable Liquid Storage and Dispensing

(Gasoline, Diesel, Fuels)

- Flammable liquids exceeding 5 gallons shall be stored:
  - Outdoors at least 20 feet from structures; or
  - Inside approved flammable-liquid storage cabinets.
- Flammable liquids shall be stored in:
  - UL-approved safety cans; or
  - Approved and vented bulk storage tanks.
- Storage of gasoline, diesel, or fuels in plastic containers is prohibited unless specifically approved and rated.
- All containers shall be:
  - Clearly labelled; and
  - Marked with appropriate hazard warnings.
- Flammable-liquid storage areas shall be posted with “NO SMOKING” signage.
- Bulk fuel storage tanks and drums shall:
  - Be surrounded by a minimum 12-inch earthen berm or equivalent secondary containment;
  - Be grounded; and
  - Use bonding when dispensing fuel.
- Engines shall be shut off during refuelling.
  - Allow equipment to cool before refuelling.
  - Smoking and open flames are prohibited in refuelling areas.
- Fuel spills shall be cleaned immediately before equipment is restarted.

Hand & Power Tools

Improper use of hand and power tools can result in serious injury, amputation, or fatality. All hand and power tools shall be selected, used, maintained, and inspected in accordance with OSHA requirements, manufacturer instructions, and this Safety & Health Management Program.
Only trained and authorized employees shall use hand and power tools.

General Requirements

- Employees shall not use hand or power tools until they have received instruction and are authorized to do so. Supervisors are responsible for ensuring employees are properly

instructed.

- All hand and power tools shall be:
  - Maintained in good working condition;
  - Inspected prior to each use; and
  - Kept clean and properly adjusted.
- Tools shall be used only for their intended purpose and in accordance with manufacturer instructions.
- Appropriate PPE shall be worn when using hand or power tools.
- Before servicing, adjusting, repairing, or changing accessories (bits, blades, wheels, etc.):
  - Tools shall be unplugged or disconnected from the power source;
  - Batteries shall be removed from battery-powered tools; and
  - Where disconnection is not possible, the tool shall be locked out and tagged out.
- Power tools shall be disconnected from the power supply when not in use for extended periods.
- Keep bystanders and unnecessary personnel at a safe distance from tool operations.
- Workpieces shall be secured using saw horses, clamps, vises, or other suitable means to allow two-handed operation and reduce kickback hazards.
- Excessive force shall not be applied—tools shall be allowed to operate as designed.
- Maintain proper footing and balance; keep work areas free from slip, trip, and fall hazards.
- Loose clothing, jewelry, untucked shirts, and unsecured long hair or beards are prohibited when operating tools with moving or rotating parts.
- Tools shall not be modified. Any damaged or unsafe tool shall be:
  - Tagged “Danger – Do Not Operate”; and
  - Removed from service immediately.

Hand Tools

- Impact tools (chisels, wedges, drift pins, etc.) shall be maintained to prevent mushroomed heads.
- Wooden-handled tools shall be free from cracks, splinters, or looseness.
- Always select the proper tool for the task.
- When using knives or cutting tools cut away from hands and body.
- Throwing tools between employees is prohibited.

Electric Power Tools

- Power tools shall never be carried, hoisted, or lowered by the cord.
- Cords shall be unplugged by pulling the plug, not the cord.
- Electric tools shall not be used in explosive or flammable atmospheres unless specifically designed for that environment.
- Saws (circular, miter, table saws) shall:
  - Be equipped with manufacturer-provided guards covering the blade except at the cutting point; and
  - Never be operated with guards removed or defeated.
- Circular saws making partial cuts shall be turned off and allowed to stop completely before removing the blade from material.
- Safety switches and devices shall remain operational.
- Electric tools shall be grounded (three-wire) or double-insulated.

Portable Abrasive Wheel Tools (Including Grinders)

- Grinders and abrasive saws shall be equipped with **manufacturer-supplied guards** at all times.
- Abrasive wheels shall:

    - Be compatible with the grinder; and
    - Be rated for the grinder's maximum operating RPM.
- All handles provided by the manufacturer shall be installed and used.
- Abrasive wheels shall be **ring-tested** prior to installation to detect cracks.

Powder Actuated Tools

- Only **trained and authorized employees** shall operate powder-actuated tools.
- Operator training cards shall be carried while using the tool.
- Powder-actuated tools shall not be used:
    - In confined spaces; or
    - In flammable or explosive atmospheres.
- Tools shall be loaded **only when ready to fire**.
- Loaded tools shall not be left unattended.
- Tools shall never be pointed at any person.
- Misfired cartridges shall be placed in water for at least **five minutes**.

Pneumatic Power Tools & Compressors

- Hose connections shall be secured with **safety clips, whip-checks, or retainers**.
- Compressed air shall **not** be used to clean clothing or skin.
- Air compressor tanks and pressure vessels shall be **drained daily** to remove condensation.
- Pneumatic nail guns shall:
    - Have operable **contact (muzzle) safety mechanisms**; and
    - Be disconnected from air supply when unattended.

Chainsaws and Handheld Gas-Powered Abrasive Saws

(Quick-Cut / "Quickie" Saws)

- Mandatory PPE includes:
    - Hard hat;
    - Safety glasses;
    - Face shield;
    - Hearing protection;
    - Gloves; and
    - Steel-toe boots.
- **Chainsaw chaps are required** when operating chainsaws.
- Prior to starting:
    - Ensure the blade is clear of obstructions.
- Start saws only at the location of intended use.
- Keep all persons clear of the saw during starting and operation.
- Maintain secure footing and a clear work area.
- Always grip saws with **both hands**.
- Keep all body parts clear of the blade.
- Cutting above shoulder height is prohibited.
- Shut off engines before setting saws down.
- Operate saws only in **well-ventilated areas**.
- Be aware of material stresses (compression vs. tension) to prevent pinching or sudden breakage.

Heat Illness Prevention

1. Purpose

To protect employees from heat-related illnesses and injuries during outdoor work and indoor high-temperature operations.

2. **Scope**
   This program applies to all Evolve Construction employees and subcontractor personnel exposed to high heat conditions.
3. **Responsibilities**
   Superintendents / Supervisors shall:
   - Monitor weather conditions, heat index, and jobsite exposure risks.
   - Ensure adequate water, shade, and rest breaks.
   - Monitor employees for heat-illness symptoms.
   - Implement acclimatization procedures for new or returning workers.

   Employees shall:
   - Hydrate frequently.
   - Report early symptoms immediately.
   - Use shade areas during rest breaks.
4. **Hydration Requirements**
   - Workers must begin the day well-hydrated.
   - During hot weather, workers shall drink **2–4 cups of water per hour**, even if they are not thirsty.
5. **Shade & Rest Breaks**
   - Shade must be provided when temperatures or heat index create a risk.
   - Short, frequent breaks are required during periods of high heat.
6. **Acclimatization**
   - New workers, and those returning from absences, shall undergo a minimum **3–7 day** gradual exposure schedule.
7. **Recognition of Heat Illness**
   Symptoms include:
   - Headache, dizziness, fatigue, muscle cramps
   - Confusion, fainting, incoherent speech (heat stroke)
8. **Emergency Response**
   - Move the worker to shade; remove excess clothing.
   - Cool with misting, water, fans, or ice packs.
   - **Call 911 immediately** for suspected heat stroke.

Hot Work, Welding & Cutting

Definition

Hot work includes any operation involving open flames, high heat, or spark-producing equipment in areas where combustible materials may be present or where there is potential for fire or explosion. Hot work activities include, but are not limited to, **burning, welding, cutting, brazing, grinding, and other spark-producing operations**.

Hot work presents serious fire and explosion hazards and shall be **strictly controlled**.

General Requirements

- All welding, cutting, burning, and grinding equipment shall be **inspected daily prior to use**.
  - Damaged, defective, or unsafe equipment shall be **removed from service, tagged, and repaired only by authorized persons**.
- Welding screens or barriers shall be used to **protect workers from welding flash, arc exposure, and flying sparks**.
- Welding or cutting shall **not** be performed on metals containing:

- Preservative coatings, paints, or galvanizing **unless properly removed using safe methods**; or
- Exotic or toxic base metals (e.g., cadmium, mercury, beryllium) **unless proper ventilation and/or respiratory protection is provided**.

- Employees performing or supervising hot work activities shall be **trained, experienced, and authorized** before beginning work.
- Hot work training shall include:
  - Review of the work to be performed;
  - Safe operation of welding and cutting equipment;
  - Fire and injury prevention precautions;
  - Proper use of fire extinguishers;
  - Emergency procedures; and
  - Duties and authority of fire-watch personnel.

Gas Welding/Burning

- Gas cylinders shall be:
  - Stored, transported, and used in the **upright position**; and
  - Secured to prevent tipping.
- Regulators shall be removed and **valve protection caps installed** when cylinders are not in use.
- Fuel gas and oxygen cylinders shall be separated by a minimum of **20 feet** when not in use.
  - Cylinders are considered “in use” if they will be used again within **24 hours**.
- Only **friction-type igniters (strikers)** shall be used to light torches.
- Oil, grease, or other petroleum substances shall be kept **away from oxygen cylinders, regulators, hoses, and fittings**.
- Oxygen shall **never** be used to displace other gases or to blow off clothing or materials.
- Cylinders shall be kept away from **heat, sparks, slag, and flames**.
- **Flashback arrestors** shall be installed on oxygen and acetylene regulators and torch connections, as required.

Hot Work Permit Policy

- A **Hot Work Permit (Appendix S)** is required when hot work is performed:
- Inside **existing finished or occupied buildings**;
- Adjacent to finished or occupied structures; or
- In locations with a **substantial fire risk** due to site conditions.
- The Hot Work Permit:
- Shall be completed by the contractor performing the hot work;
- Shall be reviewed and approved by the **Evolve Construction Superintendent** prior to starting work; and
- Is valid only for the **specific date and shift** listed on the permit.

Hot Work Area Inspection & Controls

Before hot work begins where a permit is required, the Evolve Construction Superintendent and the performing contractor shall inspect the work area and implement the following controls:

- Floor and wall openings shall be **covered or protected** to prevent sparks or slag from falling to lower levels.
- Appropriate **fire extinguishers** shall be available in the immediate work area.
- **All flammable or combustible materials** (cardboard, wood, paper, fuels, solvents, etc.) shall be removed from within **35 feet** of the hot work area.

- Combustible materials that cannot be removed shall be **protected with fire-resistant welding blankets, curtains, or shields**.

Fire Watch Requirements

- At least **one trained fire watch** shall be assigned during hot work operations.
- Additional fire watch personnel shall be assigned where sparks, heat, or fire could spread to:
  - Adjacent spaces;
  - Upper or lower floors; or
  - Concealed areas.
- Fire watch personnel shall:
  - Be trained in fire prevention and extinguisher use;
  - Maintain continuous observation of hot work operations;
  - Remain on duty during breaks and **for a minimum of 30 minutes after hot work has ended**; and
  - Have immediate access to fire extinguishing equipment.
- Fire watch personnel shall have the authority to **stop work immediately** if unsafe conditions develop.

Housekeeping, Material Storage & Sanitation

A clean and organized worksite is essential to safe operations. Poor housekeeping is a leading contributor to slips, trips, falls, fire hazards, and struck-by incidents. Evolve Construction shall maintain all work areas in a **clean, orderly, and sanitary condition at all times**.

All personnel are responsible for maintaining housekeeping in their work areas. Supervisors and subcontractors are responsible for enforcing these requirements.

General Housekeeping Requirements

- All work areas, storage areas, and access routes shall be **kept clean and orderly** at all times.
- Scrap material, trash, debris, and excess packaging shall be **removed as work progresses**, and at a minimum, **daily**.
- Materials shall be stacked, stored, and secured to prevent:
  - Collapse;
  - Rolling;
  - Sliding; or
  - Creating lifting or tripping hazards.
- Stored materials shall **not block**:
  - Fixed ladders;
  - Stairways;
  - Exit routes;
  - Electrical panels, breaker boxes, or disconnects;
  - Fire extinguishers; or
  - Other emergency equipment.
- Materials shall be stored:
  - At least **6 feet** from unprotected floor openings; and
  - At least **10 feet** from unprotected floor edges or perimeters.
- Spills or wet conditions shall be **cleaned immediately** to prevent slip hazards.
- Protruding nails in scrap lumber, formwork, pallets, or crates shall be removed, bent over, or otherwise protected.
- Combustible waste, scrap material, and flammable debris shall be removed promptly and stored or disposed of safely.

Removal of Scrap & Debris

- Debris and scrap materials from elevated levels shall be removed using:
  - Forklifts;
  - Material hoists;
  - Cranes with approved containers; or
  - Enclosed debris chutes.
- **Dropping or throwing materials** from upper floors, roofs, or elevations is strictly prohibited.

Access, Egress & Fire Lanes

- Doors, walkways, aisles, stairways, and exits shall be **kept clear at all times**.
- Access routes shall not be obstructed by:
  - Equipment;
  - Tools;
  - Materials;
  - Ladders;
  - Scaffolding;
  - Welding leads;
  - Air hoses; or
  - Electrical cords.
- Roadways, emergency access routes, and **fire lanes** shall not be blocked by vehicles, equipment, or stored materials at any time.

Material Storage

- Materials shall be stored on stable surfaces and arranged to permit safe handling.
- Heavy materials shall be stored on lower levels where feasible.
- Material stacks shall not exceed safe heights and shall be protected against displacement.
- Flammable or hazardous materials shall be stored in accordance with applicable fire and hazard-communication requirements.

Trash & Waste Containers

- Trash and waste containers shall be provided and placed at **appropriate and sufficient locations** throughout the site.
- Containers shall be emptied frequently to prevent overflow and fire hazards.

Sanitation Facilities

- Temporary toilet facilities shall be provided on all projects in compliance with OSHA requirements.
- A minimum of **one (1) toilet for every ten (10) employees** shall be provided.
- Toilets shall be:
  - Accessible;
  - Properly maintained; and
  - Serviced **at least weekly**, or more frequently as necessary.
- Subcontractors are responsible for providing sanitation facilities for their employees unless contractual arrangements have been made with Evolve Construction.

Drinking Water

- An **adequate supply of potable drinking water** shall be provided at all worksites.
- Drinking water shall be provided with:
  - Single-use disposable cups and sanitary dispensers; or
  - Bottled water.
- Subcontractors shall provide drinking water for their employees unless other arrangements have been made.

Infectious Disease Preparedness & Response

Evolve Construction is committed to providing a safe and healthy workplace during periods of infectious disease outbreaks, including seasonal epidemics, regional outbreaks, or declared pandemics. This program outlines the procedures and controls necessary to minimize employee exposure to infectious agents and maintain business continuity in accordance with OSHA recommendations.

Purpose

The purpose of this program is to:

- Reduce transmission of infectious diseases in the workplace;
- Protect employees, subcontractors, visitors, and the public;
- Maintain essential operations during disease outbreaks; and
- Establish clear roles, responsibilities, and procedures for responding to infectious disease events.

Exposure Risk Assessment

Evolve Construction will assess the potential exposure risk for employees based on:

- The nature of job tasks;
- The likelihood of close contact with others;
- Worksite layout and density;
- Current community transmission levels.
  Risk categories may include lower, medium, high, or very high exposure risk as described in OSHA and CDC guidance.

General Infection Control Measures

To reduce the spread of infectious diseases, Evolve Construction will implement the following protective measures:

Workplace Hygiene

- Provide access to hand-washing stations with soap and running water.
- Provide hand sanitizer containing at least 60% alcohol where hand-washing is not feasible.
- Require frequent handwashing and proper hygiene practices.

Environmental Cleaning & Disinfection

- Clean and disinfect frequently touched surfaces such as door handles, tools, equipment, and restrooms.
- Increase cleaning frequency during heightened disease activity.

Work Practices

- Encourage physical distancing when recommended by public health authorities.
- Modify work areas or jobsite practices to reduce close contact.
- Avoid sharing tools and equipment; if sharing is unavoidable, clean and disinfect between uses.

Employee Health Screening

- Employees who are sick, exhibit symptoms of an infectious illness, or have been exposed to infectious disease shall stay home.
- Supervisors must promptly respond to reports of illness and ensure employees do not remain at work when ill.
- Employees must follow all isolation, testing, and return-to-work requirements as directed by management and public health authorities.

Personal Protective Equipment (PPE)

Based on risk level and type of infectious disease, PPE may include:

- Face coverings;
- Gloves;

- Eye/face protection;
- Respiratory protection as required.
  PPE will be provided at no cost to employees and used in conjunction with the Respiratory Protection Program when applicable.

Social Distancing Administrative Controls

When recommended during outbreaks, the following may be implemented:

- Increased spacing between workers;
- Adjusted work schedules or staggered shifts;
- Limiting occupancy of jobsite trailers or enclosed spaces;
- Holding meetings outdoors or virtually when possible.

Communication Training

Employees will receive training on:

- Recognizing symptoms of infectious diseases;
- Infection prevention practices;
- Company sick-leave and reporting requirements;
- PPE usage and limitations;
- Updated instructions and public health guidance.
  Clear communication is essential to reduce panic, maintain trust, and encourage employee participation in safety protocols.

Response to Suspected or Confirmed Cases

If an employee is suspected or confirmed to be infected:

- They shall be removed from the jobsite immediately.
- Areas where the employee worked will be isolated and disinfected.
- Contact tracing procedures may be implemented as appropriate.
- Affected workers will be notified of potential exposure while maintaining confidentiality.

Business Continuity Measures

During high-impact outbreaks, Evolve Construction may:

- Reassign tasks to reduce exposure risk;
- Utilize remote administrative work where applicable;
- Coordinate with subcontractors to maintain essential operations;
- Modify project schedules to reduce workforce density.
  These actions help maintain operations and reduce workforce disruption.

Employee Rights; Non-Retaliation

Employees have the right to:

- Report unsafe conditions related to infectious disease;
- Request information about protective measures;
- Decline work they reasonably believe exposes them to imminent danger.
  Retaliation for reporting illness, exposure, or safety concerns is strictly prohibited.

Plan Review; Updates

This plan will be reviewed and updated:

- When new infectious disease threats emerge;
- When public health guidance changes;
- When deficiencies are identified; or
- At least annually as part of the company's Safety & Health Program review.

Ladders, Stairways & Ramps

Improper access between elevations is a leading cause of falls and serious injuries. When there is a change in elevation, approved access systems shall be provided and used. Climbing on structures, jumping from elevations, or using makeshift access is prohibited.

General Requirements

Where employees must access elevated areas with a **change in elevation of 19 inches or more**, an approved **ladder, stairway, or ramp** shall be provided and used.

Ladders shall be used to access:

- Truck beds;
- Trailers;
- Loading docks; and
- Similar elevated surfaces.
- **Jumping from trucks, trailers, or elevated surfaces is prohibited.**

All stairs, ladders, and ramps shall be:

- Structurally sound;
- Properly installed or positioned; and
- Capable of supporting intended loads without excessive deflection.

Ladder Safety Requirements

- Employees shall read and follow all **manufacturer instructions and labels** attached to ladders.
  - Illegible labels shall be replaced.
- All ladders shall comply with **OSHA and ANSI standards**.
- **Job-made ladders** shall be used only when approved by Evolve Construction.
- Ladders used to access upper levels shall:
  - Extend at least **36 inches above the landing surface**.
- Ladders shall be secured:
  - At the top and/or bottom to prevent displacement; or
  - Held by a second person when necessary.
- **Non-conductive ladders only** shall be used.
  - Aluminum or otherwise conductive ladders are **prohibited** on Evolve Construction projects.
- Ladders shall be **inspected daily prior to use**.
  - Ladders with cracked, bent, broken, loose, or damaged components shall be:
    - Tagged **"Danger – Do Not Use"**; and
    - Removed from service immediately.
- Ladders shall be:
  - Rated for **commercial or industrial use**; and
  - Have a duty rating of **at least 250 pounds**.
  - Ladders shall **never** be loaded beyond their rated capacity.
- Ladders shall be used **only for their intended purpose**.
  - Ladders shall not be used horizontally, as scaffolding, or in any unintended configuration.
- Stepladders shall:
  - Be fully opened with spreaders locked;
  - Be placed on stable and level surfaces; and
  - Have all four feet in contact with the surface.
- **Moving or "walking" a ladder while occupied is prohibited.**
- Employees shall not climb:
  - Higher than the **fourth rung from the top** on straight or extension ladders; or
  - On the top or top step of a stepladder.
- Straight and extension ladders shall be positioned using the **4:1 ratio rule**:
  - One foot out for every four feet of ladder height.
- Portable ladders shall be equipped with **slip-resistant feet**.

- Ladder landing areas shall be kept **clear of debris and obstructions**.
- Shoes and ladder rungs shall be dry and free of mud, snow, grease, or slippery substances before climbing.
- Employees shall:
  - Face the ladder when climbing or descending;
  - Maintain **three points of contact**;
  - Use tool belts instead of carrying tools by hand; and
  - Never slide down a ladder.
- Carrying bulky, heavy, or large materials while climbing ladders is prohibited.
  - Materials shall be raised or lowered using hoists, ropes, or mechanical means.
- Overreaching is prohibited.
  - Keep the belt buckle between the ladder rails.
- **Personal fall arrest systems (PFAS)** are required when a ladder is positioned near an unprotected edge where a fall of **6 feet or more** could occur.
- Makeshift access devices such as chairs, boxes, buckets, or barrels are prohibited.
- Ladders shall not be placed in doorways or passageways unless:
  - The area is barricaded; and
  - Warning signage is installed.
- Tools shall not be placed on top of stepladders.
- Subcontractors shall train their employees in ladder safety prior to ladder use.

Stairways

- Stairways having:
  - **Four or more risers**, or
  - A vertical rise of **30 inches or more** shall be equipped with:
  - A stair-rail system at least **36 inches high** on unprotected sides; and
  - At least one handrail **30–37 inches high**.
- Stairways with combination stair-rail/handrail systems shall have:
  - A top rail height of **36–37 inches** on all unprotected sides.
- **Metal pan stairs** shall not be used for access until:
  - Treads and landings are filled with concrete; or
  - Temporarily filled with approved materials.

Ramps

- Ramps shall be:
  - Designed by a **competent person**; and
  - Capable of supporting **four times the maximum intended load**.
- Ramps shall be securely fastened at one or both ends to prevent displacement.
- Ramps shall be at least **18 inches wide**.
- Guardrails consisting of top rail, mid-rail, and toeboard shall be installed on:
  - Any ramp with an unprotected side where a fall hazard greater than **6 feet** exists.

Lead

Policy

Due to the nature of Evolve Construction's work activities, routine exposure to lead-containing materials is **not expected**. It is the policy of **Evolve Construction** that employees and subcontractor employees are **prohibited from performing activities that may create hazardous lead exposure**, including but not limited to:

- Disturbing lead-containing materials in a manner that could generate airborne lead;
- Lead abatement activities;

- Removal or disturbance of lead-based paints or coatings;
- Cutting, grinding, sanding, or torching materials that may contain lead.

When lead-containing materials are identified or suspected, **only properly licensed and certified contractors** shall be engaged to perform abatement, removal, repair, or cleanup activities in accordance with applicable federal, state, and local regulations.

Lead Containing Materials

Lead may be present in various materials, particularly in older structures. Examples include, but are not limited to:

- **Lead-based paints and coatings** (commonly present in buildings constructed prior to **1978**);
- Roofing vents, flashing, and sheet metal components;
- Lead-acid batteries;
- Solder and pipe joints;
- Radiation shielding;
- Existing plumbing components;
- Ballasts, counterweights, or other dense metal components.

Federal and state laws require that **only certified lead renovation or abatement contractors** may disturb lead-based paint or coatings above regulatory thresholds.

Company Policy:

Employees shall **not disturb any painted or coated surface** in buildings constructed prior to 1978 unless authorization is given by Evolve Construction management after verification that the material is non-lead or appropriate lead-safe procedures are in place.

Potential Health Effects of Lead Exposure

Lead may enter the body through **inhalation or ingestion** of lead-contaminated dust, fumes, or residues. Once absorbed, lead can cause serious and irreversible health effects, including:

- Nervous system damage;
- Kidney and urinary system damage;
- Reproductive system damage and decreased fertility;
- Anaemia and other blood disorders;
- Developmental effects and other long-term health impacts.

Hygiene Practices

In the event of accidental contact with lead-containing or lead-contaminated materials:

- Employees shall **wash hands and face thoroughly** with soap and running water.
- Washing shall occur **before**:
  - Eating or drinking;
  - Using tobacco products;
  - Applying cosmetics; or
  - Handling food, beverages, or tobacco products.
- Contaminated clothing shall be handled in a manner that prevents secondary exposure.

Lifting Procedures & Precautions

Improper lifting is a leading cause of back injuries, strains, sprains, and lost-time incidents. Employees shall use **safe lifting techniques** and **mechanical assistance whenever feasible**.

General Lifting Principles

- Evaluate the task before lifting**.**
  - Determine whether the load can be moved using mechanical means such as:
    - Dollies;
    - Hand trucks;

- Carts;
- Wheelbarrows;
- Chain hoists;
- Duct jacks; or
- Pipe hoists.

- Plan the route of travel before lifting:
  - Remove obstacles;
  - Identify uneven or slippery surfaces;
  - Prop open doors along the travel path as needed; and
  - Prepare the destination or landing area in advance.
- **Ensure** firm footing and stable positioning prior to lifting.
- Do not lift from slippery, unstable, or uneven surfaces.

Proper Lifting Technique

When manual lifting cannot be avoided, the following technique shall be used:

- Position feet shoulder-width apart to provide a stable base.
- Test the load to determine its **weight and balance** before lifting.
- Use handles, grips, or lifting aids when available.
- Keep the back straight by tucking the chin slightly and maintaining a neutral spine.
- Tighten abdominal muscles to support the lower back.
- **Lift with the legs**, not the back.
- Lift the load smoothly—**do not jerk or twist**.
- Keep the load **as close to the body as possible** throughout the lift.
- Avoid twisting motions:
  - Turn with the feet, not with the torso.
- Move slowly and deliberately while carrying the load.
- Lower the load carefully using leg strength.
- Keep fingers and hands clear of pinch points when setting loads down or moving through tight spaces.

Load Weight & Assistance

- **Do not attempt to lift loads beyond your physical capability.**
- Ask for assistance when:
  - The load is bulky, awkward, or heavy; or
  - Visibility is obstructed.
- Use *team lifting* when required and coordinate movements before lifting.
- **Do not attempt to "muscle through" a lift**—injury prevention takes priority over speed or productivity.

Additional Safe Lifting Practices

- Do not carry loads that obstruct vision.
- Wear appropriate work footwear with slip-resistant soles.
- Gloves should be worn when handling materials that present cut, pinch, or abrasion hazards.
- Stop immediately if you feel pain, strain, or loss of control during a lift.

Lock-Out / Tag-Out

Purpose of Lock-Out / Tag-Out (Control of Hazardous Energy)

The purpose of this Lock-Out / Tag-Out (LOTO) policy is to protect employees and subcontractor personnel from injury resulting from the **unexpected energization, startup, or release of stored energy** during construction, demolition, service, or maintenance activities.

This policy applies to work involving installations and equipment including, but not limited to:

process piping, boilers, mechanical systems, electrical systems, conveyors, trucks, forklifts, boom lifts, and similar equipment.
LOTO procedures ensure that equipment is **shut down, isolated, rendered inoperative, and locked and tagged** to achieve a zero-energy state prior to work.

Scope of Lock-Out / Tag-Out Policy

This policy applies to all employees and subcontractors who may be exposed to hazardous energy during construction, demolition, servicing, or maintenance work.
Hazardous energy includes, but is not limited to:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Gravitational
- Steam
- Chemical
- Thermal

Exception – Cord-and-Plug Equipment

This policy does not apply to cord-and-plug-connected electrical equipment where:

- Unplugging completely controls the hazard; and
- The plug remains under the exclusive control of the employee performing the work.

If exclusive control of the plug cannot be maintained, full LOTO procedures must be implemented.

Employer and Employee Responsibilities

- All employees shall comply with this LOTO policy.
- Supervisors are responsible for:
  - Ensuring LOTO procedures are followed;
  - Enforcing use of locks and tags; and
  - Preventing unauthorized energization.
- Employees performing service or maintenance shall:
  - Follow established LOTO procedures; and
  - Never bypass or defeat energy-control devices.
- Employees working in areas where LOTO is in use shall:
  - Understand the purpose of LOTO; and
  - Never attempt to start, energize, or operate equipment that is locked or tagged out.

Lock-out and Tag-out Devices

LOTO devices shall meet the following requirements:

- Devices shall be selected and specified in the equipment-specific energy-control procedures.
- Employees shall use only the approved devices specified for the equipment.
- Lock-out devices shall:
  - Be uniquely keyed;
  - Be used by a single authorized employee; and
  - Be clearly identified with the employee's name.
- Tag-out devices shall:
  - Be durable and resistant to environmental conditions;
  - Identify the employee who applied the tag; and
  - Display a warning such as "Danger – Do Not Operate" or "Danger – Do Not Start."

Hazardous Energy Exposure Survey

Before work begins, a hazardous-energy survey shall be conducted by the superintendent or

subcontractor supervisor to identify:

- Affected equipment and installations;
- Types and magnitude of energy sources;
- Tasks requiring LOTO.

Equipment-specific LOTO procedures shall be developed where required.

Exposure Survey

The superintendent/subcontractor supervisor will conduct a hazardous-energy survey to determine affected installations and equipment, types and magnitude of energy, and necessary work tasks requiring lock-out/tag-out. Each task will be evaluated to determine if it must be accomplished with lock-out/tag-out procedures. Lock-out/tag-out procedures will be established for equipment and tasks requiring lock-out/tag-out.

Energy Control Procedures

Authorized employees shall follow **written energy-control procedures** which include:

- Purpose and scope of the procedure;
- Shutdown, isolation, blocking, and securing steps;
- Lock and tag placement and removal procedures; and
- Verification methods to ensure energy control effectiveness.

Steps for Applying Lock-Out / Tag-Out

Before beginning work:

1. Notify affected employees of equipment shutdown.
2. Shut down the equipment using normal controls.
3. Isolate all energy sources.
4. Release or restrain stored or residual energy.
5. Apply lock-out and/or tag-out devices.
6. Verify zero-energy state by testing controls and equipment.

Steps for Removing Lock-Out / Tag-Out

Before re-energizing equipment:

1. Remove tools and reinstall components.
2. Notify affected employees.
3. Ensure all personnel are clear of equipment.
4. Verify controls are in the OFF or neutral position.
5. Remove lock-out and/or tag-out devices.
6. Re-energize the equipment.

Special Lock-Out / Tag-Out Situations

Energized Testing or Positioning

When it is necessary to temporarily energize equipment for testing or positioning:

1. Remove unnecessary tools and materials.
2. Notify affected employees and clear the area.
3. Remove lock(s) and tag(s).
4. Perform testing.
5. De-energize and reapply lock-out / tag-out devices.
6. Verify the equipment is de-energized before resuming work.

Specific Energy Control Procedures

Written, equipment-specific energy-isolation procedures shall be developed for all installations that may expose employees to hazardous energy.

Employees shall refer to these procedures prior to performing work.

Lock-Out / Tag-Out Training

Employees exposed to hazardous energy shall receive training before assignment and as required thereafter.

Training shall include:

- Affected employees:
  - Purpose and use of energy-control procedures.
- Authorized employees:
  - Identification of hazardous energy sources;
  - Magnitude of energy and hazards;
  - Methods of isolation and control;
  - Verification of energy isolation.
- Other employees:
  - Recognition of LOTO procedures and prohibition against restarting locked equipment.

Retraining

Retraining shall occur:

- Annually;
- When job duties change;
- When energy-control procedures change;
- When new hazards are introduced; or
- When deficiencies in procedure compliance are observed.

Training records shall include:

- Employee name; and
- Training date.

Lock-Out / Tag-Out Definitions

Affected Employee – An employee who uses or works near equipment being serviced and locked/tagged out.
Authorized Employee – An employee who applies lock-out or tag-out devices to perform service or maintenance.
Capable of Being Locked Out – An energy-isolating device designed to accept a lock without modification.
Disconnect – A device that isolates electrical power and can be locked in the open position.
Energized – Connected to an energy source or containing residual energy.
Energy Source – Any form of energy (electrical, mechanical, hydraulic, pneumatic, chemical, thermal).
Energy-Isolating Device – A mechanical device that prevents transmission or release of energy.
Hazardous Energy – Energy capable of causing injury due to unexpected release or startup.
Lock-Out – Placement of a lock to prevent operation until removal.
Tag-Out – Placement of a warning device indicating equipment must not be operated.

Machine Guarding and Equipment Protection Program

Evolve Construction requires all machinery and equipment to be maintained with proper guards to prevent contact with moving parts.

Guarding Requirements

- Moving parts (belts, gears, pulleys, chains, shafts, and points of operation) must be guarded at all times.
- Guards may only be removed for maintenance under Lock-Out/Tag-Out procedures.
- Guards must be replaced before the equipment is returned to service.

Inspections

- Operators shall inspect equipment daily.
- Any damaged guard must be tagged **"Do Not Use"** and removed from service.

Prohibited Practices

- Bypassing, removing, or defeating guards
- Using equipment with missing or defective guards
- Operating machinery beyond its design or manufacturer limitations.

Mobile Equipment

Improper operation of mobile equipment presents significant risks including struck-by injuries, rollovers, caught-between hazards, and fatalities. Only trained, authorized, and qualified personnel shall operate mobile equipment on Evolve Construction projects.

General Requirements

- Mobile equipment and vehicles shall be operated **only by authorized personnel** who are properly trained and experienced.
- Operators shall be familiar with the **manufacturer's operator's manual**, warnings, and operating limitations prior to using any equipment.
- **Cell phones and electronic devices** shall not be used while operating mobile equipment.
- Equipment shall not be left unattended with the engine running.
    - Engines shall be shut off and **parking brakes set** when equipment is not in use.
- Parking on sloped or inclined surfaces shall be avoided.
    - When unavoidable, parking brakes shall be set and **wheels chocked**.
    - Vehicles with trailers shall have **both vehicle and trailer wheels chocked**.
- When mounting or dismounting equipment, operators shall:
    - Use provided steps and handholds; and
    - Maintain three points of contact.
    - Jumping on or off equipment is prohibited.
- Equipment operated from a seated position shall be equipped with **Roll-Over Protective Structures (ROPS)**.
- **Seat belts shall be worn at all times** in equipment equipped with ROPS.
- Equipment shall not be used to transport personnel unless **specifically designed** for that purpose.
    - Riding in buckets, on forks, fenders, running boards, or equipment attachments is prohibited.
    - Riding in pickup truck beds is prohibited.
- Operators shall plan operations to **minimize backing**.
    - Equipment with obstructed rear visibility shall have an **audible backup alarm**, or
    - A designated **spotter** shall be used.
    - Spotters are required in congested work areas.
- Operators shall sound the horn when approaching:
    - Blind corners;
    - Doorways;
    - Pedestrians; or
- Other equipment.
- Required licenses, certifications, or training shall be maintained and submitted to Evolve Construction prior to operation.
- **Rated capacities and hazard warnings** shall be posted and strictly observed.
- Equipment shall not be modified in any way that affects capacity or safe operation without manufacturer approval.
- Equipment shall **never be serviced, lubricated, or fueled while running or in motion**.
    - Lock-Out / Tag-Out procedures shall be followed before servicing.

- Employees on foot shall maintain safe distances from operating equipment.
    - Ensure operators can see you before approaching.
    - **High-visibility vests are required** when working near moving equipment or traffic.
- Equipment shall not be operated in close proximity to **trenches or excavations**.
- Mobile equipment shall maintain a minimum **20-foot clearance from overhead power lines** until voltage is confirmed.
- Equipment windshields shall be free from cracks or damage that impair visibility.

Daily Equipment Inspections

Operators shall conduct daily pre-use inspections. Equipment shall not be operated if unsafe. Minimum inspection items include:

- Brakes;
- Steering;
- Lights and mirrors;
- Backup alarm and horn;
- Hydraulic systems;
- Controls and limit switches;
- Safety devices;
- Fire extinguisher;
- Fluids and leaks.

Forklifts

Forklift operators shall be **properly trained and certified** by their employer.

- Subcontractors shall submit certification prior to operation.

Forklifts shall be inspected **daily prior to use**.

- Inspections shall be documented using the **Forklift Safety Inspection Report (Appendix J)** or equivalent.

Operators shall:

- Never leave the forklift with forks elevated or a load attached;
- Lower forks, neutralize transmission, set parking brake, and shut off power before dismounting;
- Remove keys when unattended; and
- Chock wheels when on inclines.

Forklifts shall not be operated beyond **rated capacity**.

Forks shall be kept **as low as possible** while traveling.

Forklifts shall be equipped with:

- Fire extinguisher;
- Horn;
- Backup alarm;
- Rear-view mirror;
- Capacity/load chart;
- ROPS; and
- Seat belt.

Lifting Personnel with Forklifts

Lifting personnel with forklifts shall be **avoided**. Aerial lifts shall be used whenever possible. Forklifts may be used to elevate personnel **only with prior approval** and when all of the following are met:

- Manufacturer-approved personnel platform used (no job-made platforms);
- Platform equipped with guardrails (42” top rail, 21” mid-rail, toe board);
- Platform clearly marked with empty weight and rated capacity;

- Platform securely attached to forks or mast;
- Workers use PFAS anchored to approved points on the platform;
- Forklift positioned on firm, level ground;
- Transmission neutral, parking brake set, wheels chocked;
- Operator remains seated at all times;
- Platform remains level;
- Minimum **20-foot clearance from power lines**;
- Smooth lifting and lowering only at worker request;
- Load shall not exceed **25% of rated forklift capacity**;
- **Driving with personnel elevated is prohibited**.

Aerial Work Platforms (Boom Lifts & Scissor Lifts)

- Operators shall be **trained and authorized** prior to operation.
  - Training records shall be submitted before use.
- Aerial lifts shall be inspected **daily prior to use**.
  - Inspections documented using the **Aerial Work Platform Safety Inspection Report (Appendix K)**.
- Personnel working from boom lifts shall use **PFAS at all times**.
  - PFAS is not required on scissor lifts equipped with complete guardrail systems.
- Employees shall not:
  - Sit, climb, or stand on guardrails or toe boards;
  - Use ladders or objects on the platform; or
  - Use aerial lifts as cranes unless authorized by manufacturer.
- Aerial lifts shall be positioned on **level surfaces** prior to elevation.
- Platform gates or chains shall be **secured at all times**.
- Extension cords shall not be tied to guardrails.
- Power supplies shall be routed through base connections and platform outlets.

Motor Vehicle Safety

Motor vehicle incidents are a leading cause of serious injury and fatality in construction operations. All drivers operating vehicles for **Evolve Construction business purposes** shall follow this policy at all times.

Scope

This policy applies to:

1. Vehicles **owned, leased, or rented** by Evolve Construction; and
2. **Personally owned vehicles** operated by employees while conducting company business.

Driver Requirements & Responsibilities

- All drivers shall comply with all company safety policies, including the Cell Phone / Hand-Held Device Usage Policy.
- Drivers shall possess a valid driver's license appropriate for the vehicle operated.
- Motor Vehicle Records (MVRs) may be reviewed periodically.
  - Driving privileges may be restricted or revoked based on accident history or violations.
  - If an employee's driving record meets the insurance carrier's definition of an "unacceptable driver," employment or driving duties may be terminated.
- Employees shall notify management immediately of:
  - License suspension or revocation;
  - Traffic convictions affecting driving status; or
  - Other changes to driving eligibility.

Use of Personal Vehicles for Company Business

- When operating a personal vehicle for Evolve Construction business:
  - The employee's personal auto liability insurance is primary.
  - Employees must maintain liability coverage meeting limits required by the company's insurance carrier.
  - Proof of insurance shall be provided annually.
- Evolve Construction is not responsible for physical damage to personal vehicles.
- Employees must carry their own collision and comprehensive coverage if desired.

Compliance with Laws

Evolve Construction is **not responsible for traffic citations, parking violations, fines, or penalties** issued to drivers—regardless of whether the violation occurs during company business or while operating a company vehicle. All citations are the responsibility of the driver.

Vehicle Safety Requirements & Safe Driving Practices

- Seat belts are mandatory for all drivers and passengers at all times.
- Drive defensively and adjust driving behaviors for:
  - Rain, snow, fog, ice, or poor road conditions;
  - Traffic congestion; and
  - Work-zone environments.
- Avoid all distractions while driving, including:
  - Eating or drinking;
  - Excessive radio adjustment; and
  - Any behavior that diverts attention from driving.
- Drivers shall not operate vehicles while impaired by:
  - Alcohol;
  - Illegal drugs; or
  - Medications that affect alertness, coordination, or judgment.
- Laptops and tablets shall never be used while driving.
- When operating unfamiliar vehicles (rental or temporary):
  - Adjust mirrors;
  - Familiarize yourself with controls; and
  - Inspect safety features before driving.
- Practice defensive-driving techniques, including:
  - Extra caution at intersections;
  - Staying out of other vehicles' blind spots;
  - Anticipating hazards beyond curves and hills;
  - Signalling early;
  - Increasing following distances; and
  - Avoiding aggressive driving.
- Vehicles shall be operated at safe speeds and in compliance with posted speed limits.

Vehicle Inspections & Load Security

- Drivers shall perform a **pre-trip inspection** prior to vehicle operation, including:
  - Lights, signals, and lenses;
  - Brakes and steering;
  - Tires;
  - Horn;
  - Windshield and wipers.
- Vehicles shall not be operated until unsafe conditions are corrected.
- All loads shall be:

    - Properly secured using **chains, straps, or binders**;
    - Protected from shifting or falling.
    - **Bungee cords are prohibited** as primary securing devices.
- Tailgates and sideboards shall be secured when equipped.
- Items inside the cab shall be stowed to prevent movement.

Parking, Backing & Breakdowns

- Drivers shall:
    - Set the parking brake before exiting vehicles; and
    - Chock wheels when parked on steep inclines.
- Park in the **safest possible location**.
    - Avoid blind spots of other vehicles.
    - Back into parking spaces whenever practical.
- Prior to backing:
    - Use a **spotter** when available; or
    - Conduct a **360-degree walk-around inspection**.
    - Plan parking to reduce backing whenever possible.
- Vehicles shall not be left running unattended.
    - Keys shall be removed from unattended vehicles.
- In the event of a breakdown:
    - Pull the vehicle as far off the roadway as safely possible; and
    - Activate hazard warning lights.

Visibility & Lighting

- Headlights shall be used:
    - At night;
    - During dawn/dusk; and
    - During rain, snow, fog, or reduced visibility conditions.

Passenger Restrictions & Equipment

- Riding is permitted **only in designated passenger seating** with seat belts.
    - Riding in cargo areas, beds, or on vehicle exteriors is prohibited.
- All company trucks shall be equipped with a **fire extinguisher rated at least 2A-10B-C**, properly mounted and maintained.

Office Safety Precautions

Office environments present hazards such as slips, trips, falls, strains, and ergonomic stress injuries. All employees shall maintain office areas in a **safe, orderly, and hazard-free condition** at all times.

General Office Safety Requirements

- Employees shall be familiar with the location of **emergency exits**.
    - Exit routes shall be kept **clear, unobstructed, unlocked, and marked**.
    - Emergency exits and access routes shall **never be used for storage**.
- Walkways and aisles shall remain free of:
    - Furniture;
    - Boxes;
    - Files; or
    - Other obstructions that could restrict movement.
- Electrical cords, communication lines, and cables shall be:
    - Secured or routed to prevent tripping hazards; and
    - Maintained in good condition.
- Floor mats, desk mats, and rugs shall be:

- Secured;
- Flat; and
- Free from curling or movement.

Furniture, Storage & Pinch-Point Hazards

- File drawers shall be **closed immediately after use**.
- Only **one drawer** of a filing cabinet shall be opened at a time to prevent tipping.
- Employees shall use caution when closing drawers or cabinets to prevent **pinch-point injuries**.
- Hands and fingers shall be kept clear of pinch points near:
  - Drawers;
  - File cabinets;
  - Doors; and
  - Stacked materials.
- Broken, unstable, or damaged office furniture or equipment shall be:
  - Labelled **"Broken – Do Not Use"**; and
  - Removed from service until repaired or replaced.

Lifting & Material Handling

- Employees shall use **proper lifting techniques**.
- Mechanical assistance or help from others shall be used when handling:
  - Heavy;
  - Bulky; or
  - Awkward items.
- Do not carry items that obstruct vision.
- Items shall not be stacked in an unstable manner.

Electrical & Equipment Safety

- Eating and drinking around office equipment (computers, printers, copiers, etc.) should be avoided to prevent electrical hazards and equipment damage.
- Employees shall immediately report damaged cords or equipment.

Ergonomics & Workstation Setup

- Employees should be aware of **strain and fatigue risks** associated with:
  - Poor workstation layout;
  - Extended computer use; and
  - Awkward postures.
- Workstations should be arranged to:
  - Minimize excessive reaching;
  - Promote neutral posture; and
  - Reduce stress on the neck, shoulders, wrists, and back.
- Arms and shoulders should be in a relaxed position.
- Wrists should not rest against sharp desk edges.

Slip & Fall Prevention

- Wet or slippery floor conditions shall be addressed immediately.
- Facility entrances with smooth tile or concrete flooring shall be equipped with:
  - Absorbent mats with non-skid backing.
- Warning signs or cones shall be used to alert personnel to wet floor conditions.
- Wet areas shall be cleaned promptly.
- Employees are encouraged to wear footwear with adequate tread, particularly during wet-weather conditions.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is required as a **last line of defence** to protect employees from workplace hazards. These requirements establish minimum PPE expectations but do **not address every possible hazard**. Superintendents and supervisors shall exercise prudent judgment to determine when **additional or specialized PPE is required** based on task-specific hazards and jobsite conditions.

Unless otherwise specified, **all employees, subcontractors, vendors, and visitors** shall wear required PPE at all times while on **Evolve Construction worksites** (excluding offices and vehicles).

General PPE Requirements

- All PPE required for Evolve Construction employees shall be **provided at no cost**.
- Subcontractors are responsible for providing PPE for their employees unless otherwise agreed.
- Employees shall:
  - Inspect PPE **daily and prior to use**;
  - Maintain PPE in serviceable condition; and
  - Immediately remove damaged or defective PPE from service.
- Damaged PPE shall not be worn.
- Employees are responsible for maintaining issued PPE.
  - Lost PPE may be replaced at the employee's expense at management's discretion.
- General work attire and work boots (including safety-toe footwear if required) shall be provided by the employee.

General Work Attire

- Shirts with a minimum sleeve length of **four (4) inches** are required at all times.
  - Long-sleeve shirts may be required for specific activities or client requirements.
- Tank tops, cut-off shirts, or sleeveless garments are prohibited.
- Properly fitting **long pants** are required at all times.
  - Shorts are permitted only when specifically approved by Evolve Construction.
  - Pants shall not be worn low on the hips or thighs.
- Clothing shall not present a **tripping or snag hazard**.

Head Protection

- **ANSI Z89.1-compliant hard hats** are required at all times on Evolve Construction worksites.
- Hard hats shall:
  - Be worn with the brim facing forward;
  - Be non-conductive; and
  - Fit properly.
- Alternative wear positions are permitted only if:
  - Allowed by the manufacturer; and
  - Required for specific tasks (e.g., welding with manufacturer-approved accessories).
- Ball caps or unauthorized headwear shall not be worn under hard hats.
- Hard hats shall be replaced:
  - Per manufacturer recommendations; or
  - At a minimum, every **five (5) years**, or sooner if damaged.

Foot Protection

- Sturdy work boots in good condition are required at all times. **Safety-toe (impact-resistant) footwear** is strongly encouraged and may be required for specific tasks.

- Slip-resistant soles are recommended and may be required based on site conditions.
- Sandals, athletic shoes, or other inappropriate footwear are prohibited.
- **Metatarsal protection** or specialized footwear shall be worn when exposure hazards exist.
- Chemical-resistant or specialty footwear shall be worn where chemical or environmental hazards are present.

High-Visibility Reflective Vest

- **ANSI Class 2 or Class 3 high-visibility reflective vests or garments** are required when:
  - Working in or adjacent to roadways or rights-of-way; or
  - Exposed to moving vehicles or mobile equipment.
- High-visibility apparel shall be worn in a manner that ensures maximum visibility.

Eye and Face Protection

- Safety glasses meeting **ANSI Z87.1** requirements are recommended to be worn at all times on active jobsites.
- Eye and face protection **shall be worn whenever hazards are present**, including:
  - Flying or falling objects or particles;
  - Chemical splashes;
  - Arc flash or welding exposure;
  - Glare; or
  - Dust or debris.
- Employees requiring prescription eyewear shall:
  - Use ANSI-rated prescription safety glasses; or
  - Wear approved **over-the-glasses (OTG)** safety eyewear.

Minimum Eye & Face Protection by Task

Work Activity	Required Protection
Grinding (metal/concrete)	Safety glasses **and** face shield
Drilling / Reaming	Safety glasses or goggles
Overhead drilling	Safety glasses **and** face shield
Welding	Safety glasses **and** welding hood (proper shade)
Torch cutting	Cutting goggles **and** face shield
Sawing masonry / concrete	Safety glasses **and** face shield
Pneumatic / gas / powder-actuated tools	Safety glasses
Chemical handling	Chemical splash goggles **and** face shield

Hand Protection

All employees and workers shall wear **gloves appropriate for the task being performed** whenever there is potential for hand or finger injury. Gloves shall be selected based on the specific hazards present and shall provide adequate protection against:

- Cuts and lacerations
- Abrasions and punctures
- Thermal burns
- Chemical exposure

Gloves shall be inspected prior to use and replaced when damaged or no longer protective.

Recommended Hand Protection by Task

Work Activity / Operation	Required Gloves
Welding or Torch Cutting	Leather welding gloves
Grinding metal or concrete	Durable leather or cut-resistant gloves
Handling or cutting sheet metal	Durable leather or cut-resistant gloves
Abrasive saw operations	Durable leather or cut-resistant gloves
Masonry or concrete cutting	Durable leather or cut-resistant gloves
Handling rigging or wire rope	Durable leather gloves
Utility knives or sharp tools	Cut-resistant or durable leather gloves
Handling wet concrete or chemicals	Compatible chemical-resistant gloves

Fire Retardant Clothing

Fire-resistant protective clothing (such as sleeves, shirts, jackets, or aprons) shall be worn when employees are exposed to **sparks, slag, or molten material** during:

- Welding
- Cutting
- Torch burning
- Grinding or similar hot-work activities

Fire-resistant clothing shall be compatible with other required PPE and worn in accordance with manufacturer recommendations.

Hearing Protection

Excessive noise exposure can cause permanent hearing loss. **Hearing protection is required** when employees are exposed to noise levels at or above **85 decibels (dBA)**.

A practical rule of thumb:

If you must raise your voice to be heard, hearing protection is required.

- Exposure to impulsive or impact noise shall **not exceed 140 dB**.
- Hearing protection (earplugs or earmuffs) shall be worn at all times when operating or working near:
  - Quick-cut ("quickie") saws
  - Jackhammers
  - Powder-actuated tools
  - Impact wrenches
  - Abrasive saws

Noise Exposure Guidelines (Reference)

Maximum Daily Exposure Duration

Duration (Hours)	Sound Level (dBA)
8	90
6	92
4	95
3	97
2	100
1½	102
1	105
½	110
¼ or less	115

Typical Equipment Noise Levels

Equipment	Approximate dBA
Chipping hammer	100–110
Jackhammer	105–115
Masonry saw	95–105
Chop saw	90–105
Welding equipment	90–100
Grinder	85–95
Hammering	85–95
Powder-actuated tools	105–120

PPE Fit, Training & Enforcement

- PPE shall be:
  - Properly fitted;
  - Worn as designed;
  - Compatible with other required PPE.
- Employees shall receive PPE training prior to use, including:
  - When PPE is required;
  - Proper use and limitations;
  - Care, cleaning, and inspection; and
  - Replacement criteria.
- Retraining shall occur when:
  - PPE types change;
  - Work hazards change; or
  - Improper PPE use is observed.
- Failure to comply with PPE requirements may result in disciplinary action or removal from the site.

Respiratory Protection Program

Purpose

The purpose of this Respiratory Protection Program is to protect employees from harmful **dusts, fumes, mists, gases, vapors, and sprays** through the use of:

1. **Engineering controls** (preferred)
2. Administrative controls
3. Respiratory protective equipment (PPE)

Engineering controls such as **ventilation, wet-cutting methods, and HEPA-filtered vacuums** shall be implemented whenever feasible to reduce airborne contaminants to safe levels.

Respirators are **not routinely required** and shall only be used when hazards cannot be reduced through engineering controls.
Employees shall **not work in IDLH (Immediately Dangerous to Life or Health) atmospheres**, including oxygen-deficient environments.

Required Steps When Respiratory Protection Is Necessary

When respiratory protection is required, Evolve Construction shall comply with **OSHA 1910.134 / 1926.103**, including:

1. Completion of a **Respirator Medical Questionnaire**
2. Medical evaluation by a **PLHCP** prior to fit testing
3. Selection of an appropriate **NIOSH-approved respirator**
4. Employee training specific to the respirator used
5. **Fit testing**:
    - Prior to initial use
    - Annually
    - Whenever facial changes affect fit

Facial hair or obstructions that interfere with respirator seals are prohibited.

Respirator Use, Care & Maintenance

- Respirators shall be:
    - Cleaned, stored, and inspected properly; and
    - Maintained outside contaminated environments.
- Employees shall leave contaminated areas to:
    - Replace filters or cartridges;
    - Wash face or facepiece; or
    - Address breakthrough or breathing resistance.
- Superintendents shall implement project-specific respirator procedures as needed.

Respiratory Training

Respirator training shall be conducted **before use** and **annually thereafter**, and shall include:

- Why the respirator is required
- Proper donning, use, and removal
- Limitations and capabilities
- Emergency procedures
- Cleaning, storage, and inspection
- Recognition of symptoms indicating exposure or respirator failure
- OSHA respiratory protection requirements

Voluntary Respirator Use

If an employee voluntarily chooses to wear a **filtering facepiece (dust mask)** when no respiratory hazard exists:

- The employee shall be informed of:
    - The respirator's limitations; and
    - Proper usage procedures.
- Voluntary use shall not be permitted if it creates a hazard.

PPE Hazard Assessment & Additional Protection

Before beginning any task or operation, supervisors shall assess hazard exposure and determine if additional PPE is required beyond minimum standards.

PPE Fit & Compatibility

All PPE shall:

- Fit the employee properly
- Provide adequate protection without causing injury

- Function as designed
- Be reasonably comfortable
- Be compatible with other required PPE

Improperly fitting PPE shall not be worn.

PPE Training & Retraining

Employees shall receive PPE training prior to work requiring PPE. Training shall cover:

- When PPE is required
- What PPE is required
- Proper wear and limitations
- Care, maintenance, useful life, and disposal

Retraining shall occur when:

- Workplace hazards change
- PPE types change
- Improper use is observed

Rigging

Improper rigging and hoisting can result in crush injuries, dropped loads, and fatalities. All rigging activities shall be conducted in accordance with OSHA requirements, manufacturer instructions, and this Safety & Health Management Program.

Only trained, qualified, and authorized personnel shall rig loads to be hoisted.

General Rigging Requirements

- Only trained and qualified riggers shall rig loads for hoisting.
  - Subcontractors shall submit rigger qualification documentation to Evolve Construction prior to performing rigging activities.
- All hooks, including those on chain hoists and come-a-longs, shall be equipped with operable safety latches.
- All rigging equipment shall:
  - Have a manufacturer's tag or permanent marking indicating rated capacity;
  - Be clearly legible; and
  - Be used within its rated capacity.
- Rigging equipment that is not marked with a rated capacity shall not be used on Evolve Construction projects.
- Transport chain or chain not specifically rated and marked for lifting shall not be used for hoisting operations.
- No load shall be rigged or lifted until:
  - The weight of the load is known or properly estimated; and
  - Rigging capacities and configurations are verified to be adequate.
- Slings shall be protected from damage caused by:
  - Sharp edges;
  - Abrasion; or
  - Cutting hazards.
  - Edge protection or softeners shall be used when required.
- All hoisted loads shall be controlled using tag lines where needed to:
  - Prevent rotation;
  - Maintain load control; and
  - Keep workers clear of pinch points.
- Employees shall never place hands or body parts between a sling and a load while the sling is being tightened or adjusted.

- Hoisted loads shall be placed on cribbing, dunnage, or blocking to allow safe removal of slings without placing employees at risk.
- Rigging equipment shall be:
  - Inspected prior to each use and each shift;
  - Inspected on an ongoing basis during use; and
  - Removed from service immediately if damaged or defective.
- Damaged rigging equipment shall be:
  - Tagged “Danger – Do Not Use”; and
  - Removed from service immediately.
- Rigging inspections shall be documented when required using the Rigging Safety Inspection Report (Appendix N) or equivalent.
- Rigging equipment not in use shall be stored properly and kept out of walkways and work areas to prevent tripping and struck-by hazards.
- Employees shall not stand, walk, or work under suspended loads.
  - The only exception is when necessary for:
    - Hooking or unhooking;
    - Guiding a load;
    - Making initial attachment of a load to a structure or component.
  - Even then, exposure shall be minimized and only essential personnel shall be present.

Scaffolding

Scaffold operations present significant fall, struck-by, and collapse hazards. All scaffolds shall be designed, erected, inspected, used, altered, and dismantled in accordance with OSHA requirements, manufacturer instructions, and this Safety & Health Management Program.

General Requirements

- Each contractor using scaffolds shall designate a trained and experienced Competent Person knowledgeable in scaffold hazards and OSHA requirements.
  - The Competent Person shall have the authority to take immediate corrective action.
  - Scaffold work shall not proceed in the absence of the designated Competent Person.
- The Competent Person shall supervise and direct:
  - Erection;
  - Use;
  - Alteration; and
  - Dismantling of all scaffolds.
- Scaffold erection and dismantling shall follow the manufacturer’s instructions at all times.
- All scaffold components shall be inspected by the Competent Person prior to erection.
  - Damaged or defective components shall not be used.
  - Components damaged during use shall be removed from service immediately.
- Each scaffold shall be inspected each shift prior to use by the Competent Person.
  - Inspections shall be documented using the Scaffold Safety Inspection Report (Appendix L) or equivalent.
  - Unsafe scaffolds shall be tagged RED – “Danger: Do Not Use”.
  - Scaffolds approved for use shall be tagged GREEN – “Ready for Use”, bearing the current date.
- Scaffold rated load capacities shall be:
  - Determined prior to use;

    - Clearly posted; and
    - Never exceeded.
- Work on scaffolds covered with snow, ice, or slippery conditions is prohibited, except to remove such hazards.
- Site-fabricated scaffolds are prohibited unless conventional manufactured or OSHA-recognized scaffolds are infeasible and approved.
- Ladders, buckets, boxes, or makeshift devices shall not be used as scaffold platforms or to increase working height.
- Workers on scaffold platforms shall be protected from falling objects through:
    - Canopies;
    - Debris nets; or
    - Equivalent protection, in addition to wearing hard hats.
- Walking, standing, or working under occupied scaffolds is prohibited.
    - Areas beneath scaffolds shall be barricaded to restrict access and warn of falling-object hazards.
- When scaffold platforms are more than 2 feet above or below an access point, an approved ladder, stair, or ramp shall be provided and used.
- Scaffold planking requirements:
    - Fully decked platforms;
    - Planks secured to prevent movement;
    - Planks extending not less than 6 inches and not more than 12 inches beyond supports;
    - Gaps between planks not to exceed 1 inch;
    - Only scaffold-grade or engineered planks free of excessive damage or splits.
- Scaffold platforms over 6 feet in height shall be protected with:
    - Top rail;
    - Mid-rail; and
    - Toe board on all open sides.
- Where guardrails are infeasible, workers shall use properly anchored Personal Fall Arrest Systems (PFAS).
- Employees on suspension scaffolds shall use PFAS in addition to guardrails, where required.
- Tag lines shall be used whenever loads are hoisted onto scaffolds.
- Scaffold use shall be discontinued during high winds or severe weather.
- Scaffolds shall be:
    - Erected plumb;
    - Fully braced; and
    - Secured to prevent overturning when height exceeds four times the minimum base dimension.
- Scaffold foundations shall be:
    - Sound and rigid;
    - Capable of supporting intended loads;
    - Constructed using base plates on 2” × 10” mud sills at minimum.
    - Bricks or concrete blocks are prohibited for scaffold support.
- Scaffold components (legs, posts, poles, frames, uprights) shall be pinned or locked together to prevent uplift.
- Keep feet firmly on scaffold platforms.
    - Climbing cross-braces or guardrails is prohibited.
- Scaffold platforms shall be a minimum of 18 inches wide.

- Scaffolds shall be erected a minimum of 20 feet from overhead electrical power lines unless additional protections are implemented.

Frame Scaffolds

Frame Scaffolds

- End frames of tubular welded scaffolds shall **not be used as access ladders** unless:
  - They are specifically designed for ladder use;
  - Rungs are at least **8 inches long**; and
  - Rung spacing does not exceed **16¾ inches**.
- Side brackets shall be used to support **personnel only**, not stored materials.

Mobile/Rolling Scaffolds

- Mobile scaffolds shall be **diagonally braced** to prevent racking.
- Mobile scaffolds shall not exceed a height of **four times the minimum base dimension** unless the manufacturer requires stricter limits.
- Scaffold wheels shall be **locked at all times when occupied**.
- Mobile scaffolds shall **not be moved while occupied**.
- Manual force used to move scaffolds shall:
  - Be applied as close to the base as possible; and
  - Not exceed **5 feet above the supporting surface**.

Scaffold Training Requirements

Each contractor is responsible for training their employees prior to scaffold use.

Scaffold User Training

All employees working from scaffolds shall be trained by a competent and qualified person in:

- Electrical hazards;
- Fall hazards and fall protection systems;
- Falling-object hazards and protections;
- Proper scaffold use and material handling;
- Scaffold load capacities; and
- Applicable OSHA and site-specific requirements.

Scaffold Erector & Dismantler Training

Employees involved in erection, dismantling, moving, repairing, or inspecting scaffolds shall receive additional training covering:

- Nature of scaffold hazards;
- Correct erection, dismantling, and maintenance procedures;
- Fall protection and access methods during erection and dismantling.

Silica (Respirable Crystalline Silica)

Respirable crystalline silica is a serious occupational health hazard capable of causing **silicosis, lung cancer, COPD, and kidney disease**. Evolve Construction is committed to protecting employees from hazardous silica exposure by implementing required engineering controls, safe work practices, respiratory protection, housekeeping rules, medical surveillance (when applicable), and training in accordance with OSHA's Silica in Construction Standard (29 CFR 1926.1153).

Activities Producing Airborne Silica

Employees performing or working near tasks that may generate airborne silica dust shall be protected from exposure. These activities include, but are not limited to:

Concrete, Masonry, and Pavement Tasks

Sawing, drilling, hammering, grinding, or chipping of:

- Concrete

- Masonry
- Asphalt pavement

Mixing and Handling

Chipping, hammering, mixing, or handling:

- Concrete
- Mortar
- Grout

Demolition

Demolition or breaking of concrete or masonry structures

Dry Dust Exposure Sources

Dry sweeping, dry brushing, or compressed-air blowing of:

- Concrete dust
- Masonry dust
- Rock or sand dust

Employees performing these tasks—and those who may be **incidentally exposed**—must receive silica hazard training prior to beginning work and whenever work conditions change.

Engineering Controls (Primary Protection)

Engineering controls shall be used **before** relying on respiratory protection.

Acceptable controls include:

- **Wet methods:** wet cutting, wet drilling, wet grinding
- **Dust-collection systems:** tools with shrouds and HEPA-filtered vacuum systems
- **Ventilation controls:** local exhaust, forced-air ventilation

Dry methods are prohibited when effective engineering controls are available.

Exposure Assessment & Competent Person

A designated **Silica Competent Person** shall:

- Identify silica-generating tasks
- Evaluate exposure risks
- Verify engineering controls are in place
- Conduct frequent and regular inspections
- Enforce compliance with this Exposure Control Plan

When required by OSHA, exposure assessments shall be conducted to determine whether employee exposures exceed the permissible exposure limit (PEL).

Respiratory Protection Requirements

When engineering controls alone cannot maintain exposures below OSHA limits, employees shall use appropriate respiratory protection.

Respirator requirements include:

- Compliance with OSHA's Respiratory Protection Standard (29 CFR 1926.103)
- Use of **NIOSH-approved** respirators
- Task-specific respirator selection based on exposure level and duration
- Prohibition of work in IDLH or oxygen-deficient atmospheres

The Respiratory Protection Program in this Safety & Health Management Program applies to all silica-related respirator use.

Safe Work Practices & Hygiene Requirements

Employees must follow these mandatory practices to reduce silica exposure:

- No eating, drinking, smoking, or tobacco use in contaminated areas
- Wash hands and face thoroughly before eating, drinking, or using tobacco, and at shift end
- Avoid dry sweeping or compressed-air cleaning; use **wet methods or HEPA vacuums**
- Do not shake out or blow dust from contaminated clothing

- Use only approved equipment with intact shrouds, guards, and dust controls

Housekeeping Controls

To prevent re-entrainment of silica dust:

- Dry sweeping is prohibited where wet methods or HEPA vacuums can be used
- Silica-contaminated debris shall be removed using approved dust-control methods
- Waste shall be handled in a manner preventing releasing dust into the air

Medical Surveillance (When Required)

Employees required to wear a respirator for **30 or more days per year** for silica-related tasks are eligible for OSHA-mandated medical surveillance, including periodic medical exams, in accordance with 1926.1153.

Training Requirements

Employees exposed or potentially exposed to respirable crystalline silica must receive silica-specific training covering:

- Health hazards associated with exposure
- Tasks that may generate silica
- Required engineering controls
- Safe work practices and housekeeping
- Proper use, limitations, and care of respiratory protection
- Your rights under OSHA's silica standard

Training Frequency

- Prior to task assignment
- Whenever conditions, tasks, or controls change
- As needed to ensure continued understanding and compliance

Recordkeeping Requirements

Required documentation shall include:

- Exposure assessments (when applicable)
- Medical surveillance records (when applicable)
- Training records
- Competent person inspections

Documentation shall be maintained per OSHA requirements.

Evolve Construction complies with **OSHA 29 CFR 1926.1153 (Respirable Crystalline Silica)** and utilizes **OSHA Table 1** to control employee exposure to silica-generating tasks where applicable.

When work activities fall within the scope of **OSHA Table 1**, and the specified **engineering controls, work practices, and respiratory protection (if required)** are fully implemented, **additional exposure monitoring is not required**.

Where tasks are not covered by Table 1, or where controls cannot be fully implemented, Evolve Construction shall perform exposure assessments and establish additional controls as required.

Where tasks are not covered by Table 1, or where controls cannot be fully implemented, Evolve Construction shall perform exposure assessments and establish additional controls as required.

A **designated Silica Competent Person** shall:

- Identify silica-generating tasks
- Ensure required Table 1 controls are implemented
- Verify proper use and maintenance of engineering controls
- Enforce compliance with respiratory protection requirements where applicable

Structural Steel Erection

Structural steel erection presents high-risk hazards including falls, struck-by incidents, and dropped loads. All steel erection activities shall be performed in compliance with **OSHA 29 CFR**

1926 Subpart R, manufacturer requirements, and this Safety & Health Management Program. Only trained, qualified, and authorized subcontractors shall perform steel erection work.

General Requirements

Steel erection subcontractors shall **not begin steel erection activities** until a written **Notice to Commence Steel Erection (Appendix T)** or equivalent written authorization has been issued by Evolve Construction.

The steel erection subcontractor shall establish **hoisting and load-swing routes** to eliminate or minimize hoisting over personnel, consistent with jobsite conditions and public safety.

- All steel erection and overhead hoisting areas shall be treated as **Limited Access Zones (LAZs)** and shall be:
  - Clearly posted;
  - Barricaded as required; and
  - Restricted to authorized personnel only.

Tag lines shall be used to control all hoisted steel members, unless their use creates a greater hazard.

Access to elevated work areas shall be provided using:

- Approved ladders;
- Scaffolds; or
- Aerial work platforms.
- **Climbing or descending steel columns is prohibited.**

Columns shall **not be erected** unless they are properly supported with **a minimum of four (4) anchor bolts**, as required by OSHA.

Fall protection is required at all times for steel erection personnel exposed to a fall hazard of **6 feet or more** to a lower level.

- This **100% fall protection requirement** applies to:
  - Connectors;
  - Decking crews;
  - Erection crews; and
  - Any employee working at elevation during steel erection activities.

Fall Protection Requirements for Steel Erection

- Fall protection systems shall comply with:
  - OSHA Subpart R; and
  - The Fall Protection & Prevention section of this SHMP.
- Approved fall protection systems may include:
  - Personal Fall Arrest Systems (PFAS);
  - Controlled decking zones (where permitted and properly established);
  - Approved anchor points, connectors, and lifelines.
- Fall protection equipment shall:
  - Be inspected prior to use; and
  - Be properly anchored and used in accordance with manufacturer requirements.

Training for Steel Erectors

- Steel erection subcontractors shall ensure that **each employee engaged in steel erection activities** is trained prior to assignment.

Fall Hazard / Fall Protection Training

- Training shall include:
- Recognition and avoidance of fall hazards in the steel erection work area;
- Proper use, inspection, erection, and dismantling of fall protection systems;
- Procedures for preventing falls through holes and openings;
- Applicable provisions of:

- This Safety & Health Management Program; and
- OSHA 29 CFR 1926 Subpart R.

Multiple-Lift Rigging Training

- Employees involved in multiple-lift rigging operations shall receive specific training addressing:
- The hazards associated with multiple lifts;
- Proper rigging configurations;
- Load stability and control; and
- Applicable OSHA requirements.

Connector Training.

- Each employee who has been assigned duties as a “connector” must be trained in the hazards and proper techniques and work practices associated with being a “connector”.

Connector Training

- Employees designated as **connectors** shall receive training that covers:
  - Hazards unique to connector activities;
  - Approved connection techniques;
  - Proper use of fall protection while connecting members; and
  - Best-practice work methods to reduce fall exposure.

Trenching & Excavation

Requirements Prior to Beginning Any Excavation or Trenching

Designation of a Competent Person

- A trained and experienced competent person must be designated to supervise all trenching and excavation activities.
- The competent person must be capable of identifying hazards and authorized to take immediate corrective action.
- Work may not proceed in the absence of the competent person.

Utility Locating

- Underground utility locating authorities must be notified at least 72 hours prior to excavation.
- Call 811 and notify any additional utility owners not covered by the One Call system.
- All utilities must be located and marked before excavation begins. Assessment of Adjacent Structures
- A qualified person must evaluate buildings, poles, sidewalks, pavements, or other structures near the excavation.
- Structures must be supported or braced as needed to prevent movement or collapse.
- Equipment and vehicles must not operate or be stored adjacent to excavation edges if such activity could create a hazard.

Requirements Prior to Worker Entry

- Atmospheric Testing
- The competent person must evaluate the potential for hazardous atmospheres.
- Excavations 4 feet or deeper must be tested if oxygen deficiency, toxic gases, or flammable gases may be present.
- Ventilation must be provided when needed to maintain safe atmospheric conditions.
- Soil Classification
- The competent person must classify soil before workers enter the excavation.
- All soil must be treated as Type C when no classification is performed.
- Daily and Post-Weather Inspections

- The competent person must inspect the excavation, surrounding area, and protective systems daily and prior to each shift.
- Additional inspections are required after rain, weather changes, or any event that could increase hazards.
- Inspections should be documented using the organization's inspection form.
- Protective System Requirements
- A protective system is required for all trenches 5 feet or deeper, unless they are in stable rock.
- Workers may not enter any trench deeper than 3 feet with unprotected vertical sides.
- Acceptable protective systems include sloping, benching (except in Type C soil), shoring, and shielding (trench boxes).

Requirements During Trenching and Excavation Operations

Hazard Monitoring

- The competent person must continuously monitor the excavation for evidence of cave-ins, protective system failure, hazardous atmospheres, or other unsafe conditions.
- Workers must be removed immediately if any hazardous condition is identified.

Fall Protection and Barricades

- Excavations 6 feet or deeper must have guardrails, fencing, or barricades.
- When fencing or barricades are used, they must be placed at least 6 feet back from the excavation edge.
- Walkways crossing excavations must be at least 18 inches wide and equipped with guardrails when crossing depths of 6 feet or more.

Spoil Pile and Equipment Placement

- Spoil piles, materials, and equipment must be placed at least 2 feet from the excavation edge.
- Any materials that could roll into the excavation must be blocked or secured.

Working Around Underground Utilities

- When utilities are present or suspected, their exact location must be confirmed through hand-digging or vacuum excavation.
- Mechanical equipment may not be used within the designated tolerance zone.
- Utilities must be supported, removed, or relocated as determined necessary by the competent person.

Access and Egress

- Trenches 4 feet or deeper must have ladders, ramps, or stairways for safe entry and exit.
- Workers must not travel more than 25 feet laterally to reach an exit point.

Sloping and Benching Requirements

- Type C soil may not be benched.
- Type C soil must be sloped at an angle not steeper than 34 degrees (1.5:1).

Water Accumulation

- Workers may not enter trenches where standing water is present unless adequate protective measures are in place and approved by the competent person.
- Workers must exit immediately if water begins to accumulate.

Loads, Equipment, and Positioning

- Workers must not work beneath loads handled by lifting or excavation equipment.
- Workers must stay clear of trucks during loading and unloading to avoid exposure to falling materials.

Deep Excavations

- Excavations deeper than 20 feet require protective systems designed by a registered professional engineer.

Weather Safety

Employees working in outdoor environments or temperature-extreme conditions may be exposed to cold stress or heat stress. Proper planning, supervision, hydration, protective clothing, and early recognition of symptoms are essential to preventing temperature-related illnesses and injuries.

Cold Weather Safety

Cold conditions can lead to frostbite, hypothermia, trench foot, reduced dexterity, slowed reflexes, and an increased likelihood of accidents. Supervisors and employees shall take the following precautions to reduce risks:

Work Planning and Scheduling

- Whenever possible, schedule the coldest tasks for the warmest part of the day.
- Rotate workers or provide relief for long-duration or high-exposure tasks.
- Increase warm-up breaks during extreme cold or wind-chill conditions.

Clothing and Personal Protection

- Dress in three or more layers of loose-fitting, insulating clothing:
  - A moisture-wicking inner layer (such as wool or synthetic materials)
  - An insulating middle layer
  - A windproof and waterproof outer layer
- Wear insulated hats or head coverings.
- Wear waterproof, insulated boots with clean, dry socks; change socks if they become damp.
- Use gloves appropriate for cold temperatures or layered glove systems.
- Keep extra dry clothing readily available.

Safe Work Practices

- Stay dry at all times; moisture significantly increases heat loss.
- Drink warm, non-caffeinated, non-alcoholic fluids to stay hydrated.
- Avoid standing or sitting still for long periods; keep moving to maintain circulation.
- Use caution when handling tools or equipment due to potential numbness or reduced dexterity.
- Watch for ice on walkways, scaffolds, ladders, and vehicle/equipment surfaces.

Cold Stress Awareness

Supervisors must monitor for early signs of cold stress, including:

- Red or tingling skin
- Numbness
- Uncontrollable shivering
- Confusion or slurred speech
- Pale or waxy skin

Any suspected cold-related injury must be treated immediately. Severe symptoms require emergency medical attention.

Hot Weather Safety

- Hot conditions can lead to heat cramps, heat exhaustion, heat stroke, and dehydration. Heat stroke is a medical emergency. Supervisors must ensure proper planning, hydration, rest breaks, and monitoring throughout hot weather conditions.

  Work Planning and Scheduling
- Schedule strenuous or high-exertion tasks earlier in the day when temperatures are lower.
- Adjust work/rest cycles based on heat conditions.
- Increase monitoring and controls during heat waves or unusually high temperatures.

  Hydration Requirements

- Employees should drink **water before starting work** and continue drinking frequently throughout the shift.
- Maintain steady hydration throughout the day; do not wait until feeling thirsty.
- Salt tablets are not permitted; normal meals are sufficient for electrolyte balance.

Rest, Shade, and Recovery

- Take frequent, short breaks in shaded or cooled areas.
- Supervisors must provide shade, rest opportunities, and sufficient cool drinking water at all times.

Clothing and Personal Protection

- Wear light-colored, loose-fitting, breathable clothing.
- Use sunglasses, hats, and sweatbands as needed for sun and heat exposure.

Acclimatization

- Workers new to hot conditions or returning after time away must be gradually acclimated to heat over several days.
- Supervisors shall monitor newer workers more closely during the acclimatization period.

Monitoring, Buddy System & Personal Risk Factors

- Implement the buddy system so workers can monitor each other for signs of heat stress.
- Employees should report early symptoms such as fatigue, dizziness, nausea, cramps, headache, or confusion.
- Supervisors must remember that lack of sleep, certain medications, alcohol use, obesity, and poor physical fitness increase heat-related risk.

Supervisors and Superintendents shall monitor the **heat index** and implement controls based on the following thresholds (or more conservative site-specific requirements):

- **Heat Index ≥ 90°F**: Mandatory hydration reminders, shaded rest breaks
- **Heat Index ≥ 100°F**: Increased rest frequency, active worker monitoring, modification of work pace
- **Heat Index ≥ 105°F**: Suspension or rescheduling of non-essential, high-exertion tasks
- Superintendents have **full authority to suspend work** when heat conditions pose a risk to employee health.
- During elevated heat conditions, **toolbox talks addressing heat illness hazards shall be documented**, and records shall be retained with project safety files.

Emergency Response

Heat stroke is life-threatening. Signs may include:

- Confusion or altered behavior
- Vomiting
- Seizures
- Loss of consciousness

Supervisors must:

- Call **911 immediately**
- Move the worker to a shaded, cool area
- Remove excess clothing
- Begin cooling with water, wet cloths, airflow, or ice packs until EMS arrives

Work Zone Safety & Traffic Control

Work Zone Safety & Traffic Control

Work zones introduce significant hazards to employees, subcontractors, motorists, and the public. All Evolve Construction personnel shall follow the requirements below to ensure that traffic control measures are properly installed, maintained, and used in a safe and consistent manner.
General Requirements

- All work zones shall comply with Part VI of the Manual on Uniform Traffic Control Devices (MUTCD) and the North Carolina Construction and Maintenance Operations Supplement to the MUTCD.
  Evolve Construction employees and subcontractors shall not work in any area that is not properly set up, signed, or protected in accordance with these requirements.
- Only trained and experienced personnel are permitted to install, adjust, maintain, or remove traffic control devices.
  Installation and removal of cones, barrels, signs, barricades, lane closures, tapers, or other control devices must be performed under the direction of an NCDOT-authorized Work Zone Traffic Control Supervisor.
- No employee or subcontractor may move, alter, remove, or reposition traffic control devices unless they are specifically authorized and trained to do so. Unauthorized adjustments can create serious hazards and are strictly prohibited.
- Traffic flaggers must be properly trained and certified through an NCDOT-approved program prior to performing any flagging duties.
  Flaggers shall be equipped with:
  - High-visibility garments appropriate for day or night operations
  - Required stop/slow paddles
  - Any additional protective equipment specified for the work zone
- All workers inside active work zones shall wear Class 2 or Class 3 high-visibility apparel as required for the specific roadway, traffic speed, and NCDOT specifications.
- Work shall not begin until the work zone is fully established, inspected, and confirmed to be safe.
  If conditions change—such as weather, traffic flow, sight distances, or roadway conditions—work shall be stopped and traffic control adjusted as needed.
- All personnel shall remain alert to moving vehicles and equipment. Workers shall never assume drivers see them, and must maintain constant situational awareness.
- Lighting, signs, and channelizing devices used during nighttime or low-visibility conditions must be properly maintained and replaced if damaged, obscured, or ineffective.

Worker Visibility in Traffic Areas

Worker Visibility in Traffic Areas
(Required by OSHA and MUTCD Part 6.)
High-Visibility Apparel Requirements

- Class 2 or Class 3 vests are required when working near roadways, moving equipment, or traffic control zones.
- Night or low-light work requires retroreflective garments visible at 1,000 feet.
- Apparel must be maintained, inspected, and replaced when faded or damaged.

Applicability
This requirement applies to:

- Flaggers
- Spotters
- Equipment operators
- Anyone on foot in active work zones

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