

KTBLACK SERVICES

KT BLACK SERVICES ACCIDENT & INJURY PREVENTION POLICY

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment. Each employee accepts the responsibility and accountability to work in a manner that does not contribute to accidents and injuries and adopt the philosophy that each accident has a cause and that all injuries are preventable.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against any employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their Recruiter. No such report will result in retaliation, penalty, or another disincentive.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safe worksites
- Providing safety and health education and training
- Reviewing and updating workplace safety rules

Kristi Black, President



KT Black's Injury Hotline Available 24/7 at 1-800-775-5866

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Company Accident and Injury Prevention Policy

Safety and Health Orientation for EVERY Worksite

Workplace safety and health orientation begins before the first day of initial employment. Each employee has access to a copy of this safety manual, through his or her Branch office, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. We also have this Safety policy available via our website. Recruiters will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

Recruiters will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

Any field employee who feels the work site is unsafe please contact your Recruiter directly to discuss your concerns.

Any field employee who is hurt please call the Injury Hotline at 1-800-775-5866 immediately to get instructions on the proper care of your injury. The Nurse on call is best suited to give instructions for care. As an organization, we care for your well-being and safety as an employee.

We ask all clients to provide documentation of all safety training that is provided on the job site.

What to do in case of an injury or accident and who to contact

(Remember all injuries or accidents should be reported immediately. Failure to do so could lead to disciplinary action)

Report Accidents to: Injury Hotline
Phone Number: (800) 775-5866
Medical Clinic: The Injury Nurse will advise the next step in the treatment plan when injury hotline is called.

Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Notify on-site Supervisor.
2. Notify your Recruiter.
3. Call the Injury Hotline at 1-800-775-5866
4. If a first aid kit is used, indicate usage on the accident investigation report.
5. Access to a first aid kit is not intended to be a substitute for medical attention.
6. Fill out Accident Report within 24 hours of injury.



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Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

1. Notify on-site supervisor.
2. Notify your Recruiter.
3. Call the Injury Hotline at (800) 775-5866 for proper medical treatment. Your Recruiter will assist with transportation, if necessary.
4. Fill out Accident Report within 24 hours of injury.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a co-worker.
2. Notify your on-site Supervisor
3. Notify Your Recruiter
4. Call the Injury Hotline at (800) 775-5866 for proper medical treatment.
5. Fill out Accident Report within 24 hours of injury.

General Safety and Health Rules

1. Comply with danger and caution signs.
2. Horseplay (ex. Wrestling, pushing, throwing things, running, etc.) and practical jokes are prohibited, at all times, on the jobsite.
3. Disruptive behavior is prohibited at all times.
4. Watch your step. Keep work area free from debris to avoid tripping or falling hazards.
5. Use ladders or stairways when there is an increase in elevation of 19 inches or more from one level to another. Do not use ladders that have loose or broken rungs, cracked or split side rails, missing rubber foot pads and/or otherwise visibly damaged. Maintain three points of contact at all times.
6. Report all unsafe hand tools (mushroomed heads, split handles, etc.) or faulty power tools (frayed power cords, removed or missing guards, worn blades, bits or grinding wheels etc.) to your supervisor immediately. Tag all worn, defective and/or damaged tools "OUT OF SERVICE" and do not use them.
7. Report all hazards to your on-site supervisor immediately. If the on-site supervisor takes no corrective action notify your Recruiter immediately.
8. Do not stand or walk under any suspended load.
9. Possession or consumption of alcohol or other intoxicating substances and illegal drugs on the job is forbidden. Reporting to work while suffering from the affects of drugs, alcohol or performance inhibiting prescription drugs is strictly forbidden. KT Black Services is a drug free workplace.
10. Do not create or contribute to any unsanitary condition.
11. Do not distract fellow employees unnecessarily while they are working.
12. Keep your work area free of debris. Dispose of debris in proper receptacles.
13. Do not operate machinery, equipment or tools that you have not been trained or authorized to operate.



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14. When lifting objects, be sure to test the weight of the load. If you think the load is too heavy or bulky, use carrying aids such as hand trucks, dollies, pallet jacks or get assistance from a co-worker. Remember when lifting always bend at the knees not at your back.
15. Wear protective gloves when handling objects with sharp edges and points.

Personal Protective Equipment

All Company employees are required to wear basic personal protective equipment on a daily basis. KT Black Services provides all employees with ANSI Z89.1 white hard hats and ANSI Z94.3 rated safety glasses.

Hands: The Company strongly recommends wearing work gloves when handling objects with sharp jagged edges. If you are in need of gloves ask your local office and they will be provided.

Head: All employees are required to wear hard hats at all times on the job site. Do not paint, drill holes, or put stickers on your hard hat at anytime. Do not wear hard hats that have been dented or cracked. The shell can be worn in either direction just as long as the suspension system is facing the correct direction.

Eyewear: Safety glasses with side-shields are required when performing any task where there is potential for eye injury. This includes such tasks as drilling, cutting, grinding, sawing, chipping, pouring concrete, and the use of compressed air. Occasionally the Project Supervisor, Foreman or the Project itself may require you to wear them at all times. Do not continue to work if your safety glasses become fogged. Stop work and clean lenses immediately.

Clothing: The Company performs inside and outside work so proper attire is required on the job-site at all times. You must always wear a shirt while performing work on a jobsite. Do not wear overly baggy clothing that could become tangled in machinery or tools. Do not wear shorts, cut-offs or sweat pants. Full trousers (ex. Jeans, Dickie's or work pants) are required. Uniforms may be required for specific worksites.

Footwear: Some worksites may require steel toe boots that meet or exceed the performance requirements of ANSI Z41-1991(I/75 C/75) for compression and impact. Most steel toe boots meet this requirement. Additionally, please always wear comfortable shoes



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Safety Rules, Policies, and Procedures

Back Safety/Lifting Procedures

Before lifting an object test the weight of the load. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, carts, or get assistance from a co-worker. When lifting an object remember to face the load and bend at the knees and not the back. Keep your feet shoulder width apart and make sure you have a firm grip on the object. Never try to perform a lift if your hands are greasy or wet. Hold the object as close to your body as possible. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist. Set down objects in the same manner as you picked them up, except in reverse.

Hand Tool Safety

Never use a tool that you have not been trained or authorized to use. Always inspect every hand tool you use on a daily basis. Remove all defective or damaged hand tools and tag them as "DO NOT USE" to ensure that nobody else can mistakenly use them. Check to make sure that hand tools do not have splintered handles, mushroomed heads, cracks or loose heads. Do not perform any make shift repairs to tools. Carry tools in tool belts or tool boxes; do not carry tools in your clothing. Carry all sharp tools in a sheath or holster. Make sure all knives, shears or other cutting devices have sharp blades and always cut away from the body. Never throw tools or equipment from one location to another, from one employee to another, from scaffolds or other elevated platforms.

Power Tools

Do not use power equipment or tools on which you have not been trained. Inspect all power tools on a daily basis before use. If a tool is damaged tag the tool as "DO NOT USE" so that no one mistakenly uses it. Keep power cords out of water, off of roadways, out of doorways, and do not place equipment or supplies on them. Do not use a tool or extension cord that has a missing ground prong, is frayed, worn, cut, improperly spliced or damaged and/or tagged as "DO NOT USE". All temporary wiring must be protected by a GFCI (Ground Fault Circuit Interrupter). Never use a two prong adapter or two-conductor extension cord. Do not carry equipment or tools by the power cords, do not pass or leave unattended tools and equipment that are on, and do not service or repair tools and equipment that are plugged in. Do not stand in water or on wet surfaces while operating power tools. Hold all portable hand, power tools and equipment by the plastic hand grip or other non-conductive areas designed for gripping purposes.

Fall Protection and Prevention

Fall protection is required on any elevated working surface 6 ft. or higher above a working level. This includes roofs, walkways, leading edge work, form work, holes, excavations, wall openings, etc. Acceptable fall protection includes a personal fall arrest system attached to a suitable anchorage point (that can withstand a force of 5,000 lbs. or a safety factor of 2 to 1) or a physical barrier such as guardrails, safety net, positioning device, warning line system, etc. Any questions about fall protection should be directed to your on-site supervisor/foreman or your Recruiter.

Ladder and Scaffolds

Ladders are to be inspected prior to use. Look for any ladders with defects including missing or painted over manufacturer's labels, loose or damaged rungs, cracked or split side rails, missing rubber foot pads



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or otherwise visibly damaged. If the ladder is damaged in anyway tag it as “DO NOT USE”. Keep ladder rungs clean and free of dirt (mud) and grease. Do not exceed the rated working height or load of the ladder (check manufacturers label). A step ladder may not be used in a closed position. All portable straight or extension ladders are to be set at a 75 degree angle or 4:1 vertical to horizontal angle with the feet on a solid foundation (Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, back of pick-up trucks or other unstable bases). When using a ladder, extend the top of the ladder at least 3 ft. above the edge of the landing. Allow only one person on a ladder at a time. Be sure to face the ladder and maintain three-points of contact at all times. Never stand on the top two rungs of a ladder at anytime. Do not lean from or “walk” a ladder to reach work, move the ladder to the correct position. Do not carry items while climbing and descending a ladder.

Scaffolding must be erected and dismantled under the supervision of a competent person (competent person is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them). Inspect scaffolding prior to each work shift. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged.

Do not use any scaffold tagged as “DO NOT USE”. Make sure the scaffold is stable, fully planked, has guardrails, toe-boards and mudsills. Be sure to use fall protection when working on scaffolding at a height of 10 ft. or more above a lower level. Do not climb the cross braces on scaffolding to gain access.

If you are using a mobile scaffold use must lock or chock the wheels while it is in use. Do not move a mobile scaffold with anyone on it. Do not scoot a mobile scaffold while you are standing on it, get down and reposition the mobile scaffold under your work. Keep scaffolding clear of debris, loose tools, tangled lines or any other obstructions. Do not throw anything “overboard” unless a spotter is available. Use debris chutes or lower things by hoist or hand.

Confined Space Entry

The Company’s employees are never to enter a Confined Space or a Permit Required Confined Space unless you have been trained and/or authorized to do so.

Electrical Safety

Remember to always assume that all electrical wiring is live. Do not wear jewelry, coats with metal zippers, or other metallic objects when working with energized lines, panels, parts or equipment. All temporary wiring must be protected by a GFCI (Ground Fault Circuit Interrupter). All electrical tools and equipment must have 3 wire grounded connectors or be double insulated.

Lockout/Tag-out: Do not work on any equipment, machinery or tools until the power source has been disconnected or lockout tag-out has been completed. Never remove a lockout tag-out unless you placed it there yourself. Do not start any work until you verify that the switch or control can not be overridden. Press all start buttons to make sure that there is no stored up energy. Always remove all of your locks before the end of your shift. Remember most employees will only need to be aware of lockout tag-out procedures and will have no direct involvement in the process.



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Hazardous Communication

The Company does not directly work with any chemicals. The clients of The Company will maintain all MSDS sheets on the jobsites. Be sure when you get to the jobsite you are assigned to familiarize yourself with where the MSDS binder is located. If you have any questions please be sure to ask the Project Supervisor, Foreman or your Recruiter.

Welding and Cutting

Welding and cutting can be extremely dangerous if you are not properly trained or authorized to perform such duties. Never leave any equipment alone that is plugged in or with the tanks hooked up. Mechanical strikers are mandatory. Any other method of lighting is strictly prohibited. When not in use gas cylinders must be secured upright with the valve protection caps in place and separated by at least 20 ft. Cylinders must be kept free of grease and oil. Never perform any hot work near containers marked as flammable. Cutting goggles with a minimum #5 shade lens are required. During the performance of hot work protective equipment such as a welding helmet, leather welding gloves and cotton clothing are required. No clothing made of synthetic material may be worn at anytime. Do not perform any hot work within 50 ft. of any containers marked as “flammable” or “combustible”.

Mobile Equipment

Never operate any equipment that you have not been trained on or authorized by the client to operate. This may include and is not limited to forklifts, skid loaders, bulldozers, rough terrain forklifts, aerial lifts, boom lifts and various trucks. Take time to familiarize your-self with the owner’s manual to different lifts prior to use. This will also help familiarize your-self with the controls. When performing work from an aerial lift you must first secure your personal fall arrest system to the boom or the basket upon entry into the cage. Attach at the proper connection point displayed in the owner’s manual. Emergency and First-Aid Response
On your first day of a new assignment be sure to familiarize yourself with the emergency evacuation plan for the site. When there is an injury, accident, chemical spill, fire, or imminent danger notify your on-site supervisor immediately. Then be sure to notify your Recruiter. Do not attempt to rescue employees, perform CPR, or respond to a chemical spill without the proper training.

Trenching and Excavations

Do not enter any excavations or trenches unless a competent person has told you it is safe to do so. Never enter a trench or excavation that is 4 ft. or more in depth unless it has been protected from cave-ins by an adequate protective system designed by a competent person. The atmosphere in trenches/excavations 4 ft. or more in depth must be tested before entering. Trenches/excavations 4 ft. or more in depth must have adequate means of egress as to require no more than 25 ft. of lateral travel for employees. Never enter an excavation/trench with standing water unless adequate means of protecting the employee has been taken. Remember to never enter any excavation/trench unless you have been authorized to do so and a competent person says it is safe to enter.



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Steps for General Safety Issues

If you observe any safety problems, it is your responsibility to report it. Notify your onsite Supervisor of any issue or concern and if no steps are taken to rectify the situation notify your Recruiter. If a client asks you to do something that puts you in harm's way notify your Recruiter immediately. If you have a problem getting an issue or concern addressed or fixed by your Recruiter notify the Risk Manager. Never do anything that puts you in danger.

Disciplinary Action

The Company feels that employee safety and health is our top priority. Our Accident and Injury Prevention Policy is written and trained to prevent injury and illness from occurring. For these processes to function, they need to be strictly followed and enforced. We feel that most employees and our clients make every effort to follow safety procedures. The Company will not tolerate any risky behavior from our employees or our clients. Any employee putting themselves or others at risk will be subject to disciplinary action up to termination. Any client putting our employees at risk will have all Company employees pulled from the job site.

Steps for Employee:

- 1st - Offense Verbal Warning
- 2nd - Offense Written Warning
- 3rd - Offense Termination

Suspension and Discharge

The following acts of misconduct or unsafe work practices are subject to suspension and/or discharge:

1. Knowingly placing yourself or others in imminent danger which may result in death or serious injury.
2. Fighting or provoking a fight.
3. Showing up to work while intoxicated or in the possession of drugs and alcohol.
4. Any form of horseplay including: wrestling, throwing materials, practical jokes, etc.
5. Any other act that is deemed severe by the management of the Company.



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