

OAKMAN ENTERPRISES, INC.

CONSTRUCTION MANAGER-GENERAL CONTRACTOR

PO Box 112
208 Southbridge St.
Auburn, MA 01501

Phone: 508-407-8800
Fax: 508-452-7396
www.oakmaninc.com

Project Safety Orientation and Procedures

Compliance with Project Procedures

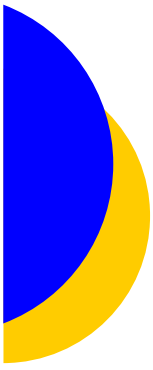
Oakman believes that sites under our control must be as safe as we can make them – not only for our employees, but for all subcontractors, vendors and visitors, whether during work hours or after we’ve left for the day. We comply with OSHA regulations, and have some requirements beyond OSHA’s, as do some of the owners for whom we work.

Many of our clients/owners have their own rules, which we enforce on their behalf. Example: Strict rules prohibiting electrically conductive tools (including tape measures) around batteries, creating dust in equipment rooms, drilling through asbestos-containing floor tiles or surfaces painted with lead-based paint, and bringing cell phones and radios into certain equipment rooms.

All Emergencies: Call 911

First Aid supplies are available at the job site, but should also be provided by each subcontractor, sufficient for their scope of work and size of crew. Contact your supervisor or an Oakman superintendent or foreman (“Oakman Supervisor”) for assistance. Any accident, no matter how small or seemingly insignificant, must be reported to an Oakman Supervisor or Project Manager.

Subcontractors are expected to provide their own fire extinguishers, particularly when they do hot work. In occupied buildings, the owner’s firefighting equipment should be used only as a last resort.



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Planning:

All trade foremen **must** meet with the Oakman Supervisor early each day to discuss the nature of the work they will be doing that day, what areas of the building they will be working in and any other trades or people that could be affected by the work. Weekly and monthly planning “look-aheads” are required on **all** projects.

Telephone:

Personal phone calls must be made on personal cell phones or public pay phones, not on Oakman field office phones, Oakman cell phones and especially not on client/owners’ phones, except in case of emergency.

Site Visitors:

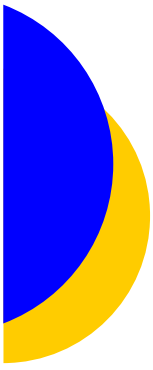
ALL site visitors, including insurance company and union representatives, **MUST** have permission from the Oakman Supervisor before entering the work area, and must be escorted at all times by the Oakman Supervisor or designee. All visitors must wear appropriate safety equipment.

Dress, Behavior, Work & Breaks:

Proper attire is required for everyone: specifically, long trousers (no shorts), work shoes (no soft footwear) and t-shirts (as a minimum). Tank tops are prohibited. Clothing may not have designs or wording which might offend a client, visitor or the public.

Eating, drinking and smoking are allowed only in places designated by the Oakman Supervisor, and only at times designated by the Oakman Supervisor. Eating or drinking is not allowed in finished areas. Smoking is not allowed in work areas.

Loud or offensive language, sexual harassment, and fighting will not be tolerated.



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Dress, Behavior, Work & Breaks continued:

Cigarette butts must be disposed of in proper receptacles, as must lunch wrappers, drinking cups and other trash.

Workers may not enter areas which are not part of their contract.

Parking, if allowed on the job site, will be limited as to the area and quantity as designated by the Oakman Supervisor. Vehicles not parked appropriately may be ticketed and/or removed from the site.

The use of radios, tape players, "Walkmans," CD players, etc. is prohibited.

Cell phones, two-way pagers, and laser equipment may not be allowed on certain job sites. Check with the Oakman Supervisor prior to use.

Normal working hours are 7:00 am to 3:30 p.m., Monday through Friday.

Cleanup:

Everyone is required to clean up after themselves. All areas must be left "broom clean," or in a condition satisfactory to the Oakman Supervisor, at the end of each day.

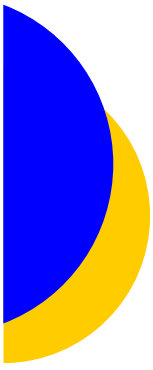
Specific dust control procedures may be necessary on some projects.

Security:

Security must be maintained at all times. Some sites may require that construction personnel be assigned a contractor's badge with a designated ID number to be worn in a visible location at all times.

Construction personnel must enter and exit building through a designated entrance/exit as designated by the Oakman Supervisory Person. Locking doors are not be wedged open.

Each subcontractor is responsible for the security of his or her own tools, materials, etc.



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Deliveries and MSDS:

All deliveries should be schedule with the Oakman supervisor, who will designate the area for off-loading and storage of material. Delivery personnel must comply with all of the requirements herein, including the requirement for hard hats.

Copies of Materials Safety Data Sheets on all hazardous materials which would be brought on site must be delivered to the Oakman Supervisor at least 48 hours before the materials are brought on site. Some of Oakman's owner/clients require that no hazardous materials be brought on site without their approval. If this occurs, a substitute material must be found. The subcontractor must also maintain his or her own copy of each MSDS on site while work is underway.

Cranes, Lulls, Scaffolds, Work Permits and Licensed/Certified Activities:

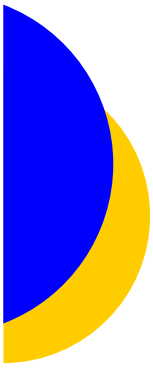
Oakman will not allow unlicensed crane operators to operate on our sites. Operators must be licensed by the Department of Public Safety.

OSHA requires that operators of powered industrial trucks, including rough-terrain fork lifts (Lulls), be certified as having been trained and evaluated. Oakman will not allow uncertified fork lift operators to operate on our sites, and may require photocopies of certification documentation. The operator must inspect the lift at the start of each shift.

Hot Work Permits are required for all work which produces heat or sparks – especially welding, cutting, grinding or soldering. The permit in some cases will require establishment of a fire watch, which must remain for a half hour after work is completed.

Confined Space Entry Permits must be issued before any employee puts any part of his or her body into any space labeled "Permit-Required Confined Space."

The use of Powder Actuated Fasteners may be prohibited on some job sites. Check with the Oakman Supervisor prior to using such equipment.



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Safety: Everyone Is Responsible

If you note any unsafe conditions, bring them to the attention of the Oakman Supervisor immediately.

Priority Safety Requirements:

Everyone on site must comply with Oakman Enterprises Safety Policies, OSHA Regulations and any state, local or owner safety requirements and the Oakman Enterprises Safety Manual, which is available from the Oakman Supervisor. The following calls your attention to some of our requirements which may exceed OSHA regulations:

GENERAL

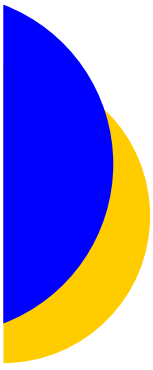
HARD HATS AND SAFETY GLASSES ARE REQUIRED FOR EVERYONE ON SITE, WITHOUT EXCEPTION, AT ALL TIMES, EXCEPT IN DESIGNATED BREAK AREAS, DURING BREAKS.

The use, possession, sale, concealment, transfer or presence in the body of illegal drugs (or their metabolites), controlled substances, marijuana, mood or mind altering substances, designer and synthetic drugs, alcoholic beverages or drug paraphernalia on site is strictly prohibited. Violators will be escorted off site immediately, and the appropriate law enforcement agencies will be notified.

The use, possession, sale or concealment of firearms or facsimiles of firearms is strictly prohibited, and may be construed by Oakman as threatening. Appropriate law enforcement agencies will be notified.

ELECTRICAL:

Ground-Fault Circuit Interrupters (GFCIs) are required on ALL electrical equipment, at the outlet, not at the end of the extension cord, unless the circuit is on a GFCI breaker. The GFCI must be tested (by pushing the “test” button) at the start of each day. Extension cords must be rated “hard service.” Damaged electrical cords must be removed from the site or immediately repaired by a competent person. Electrical tape is not an acceptable means of repairing damaged insulation.



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ELECTRICAL continued:

Electricians who would work with exposed conductors carrying 50V or more must use the Oakman Enterprises Energized Electrical Work Permits and must comply with OSHA regulations regarding work area barricades, use of PPE, etc.

Employees must have their own locks when Lock-out/Tag-out regulations apply.

Construction personnel must use designated power plug outlets as authorized by the Oakman Supervisor.

POWERED EQUIPMENT:

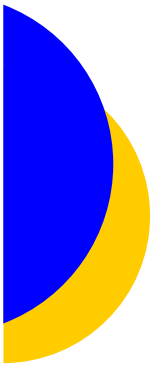
Employees may not be assigned to work within 6 feet of powered equipment, especially lifts, lulls, loaders, rollers and trucks unless their work is directly related to that piece of equipment.

EXCAVATIONS:

Subcontractors who dig trenches greater than 4 feet deep must provide a competent person to oversee the work. The subcontractor must slope, bench, shore or box the trench in accordance with OSHA regulations. Subcontractors whose employees enter trenches greater than 4 feet deep may, depending on their contract, be required to provide a competent person to inspect the excavation prior to entry.

FALLS

OSHA's fall protection, scaffold and ladder regulations are strictly enforced. No one may climb scaffold cross braces or any portion of a scaffold frame not designed by the manufacturer as scaffold access. Any subcontractor erecting or using a manufactured scaffold on an Oakman jobsite must inspect it at the start of each shift.



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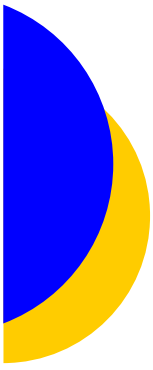
FALLS continued:

Defective ladders must be repaired in a manner that meets manufacturer's specifications or they must be removed from the jobsite or destroyed and discarded. No one may stand or climb on either of the top two steps of a stepladder or on structural brackets on ladders which are not steps.

ODOR-GENERATING ACTIVITIES:

The use of odor generating materials or equipment must be approved by the Oakman Supervisor in advance of bringing such materials or equipment onto the jobsite.

Spray painting may not be allowed on some job sites.



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ACKNOWLEDGEMENT OF RECEIPT OF PROJECT ORIENTATION AND PROCEDURES

JOB: _____

LOCATION: _____

I, the undersigned, acknowledge receipt of Oakman Enterprises Inc.'s Project Safety Orientation and Procedures. I have read and understand all the rules, regulations and procedures contained therein. I also understand that compliance with these rules, regulations and procedures is a condition of my employment on all Oakman Enterprises projects.

NAME (Please Print): _____

Signature: _____ Date: _____

Title: _____

Company: _____