

SAFETY & HEALTH MANUAL

**CDM Atlanta, Inc
dba: Georgia Blind Company[®]**

120 Howell Road
Tyrone, GA 30290
770-487-6041

TO ALL: EMPLOYEES, SUBCONTRACTORS, SUPPLIERS AND CUSTOMERS

CDM Atlanta, Inc., dba Georgia Blind Company[®] has a moral and business obligation to provide a safe work environment for its employees, subcontractors, and the public. It is, therefore, the Company's policy to abide by the Occupational Safety and Health Standards (OSHA) and to initiate and maintain appropriate practices that promote safety in the work environment.

All management and supervisory personnel are charged with the responsibility for planning safety into each work task and for preventing the occurrence of incidents and/or controlling conditions/actions that could lead to occupational injuries or illness. The ultimate success of a safety program depends upon the full cooperation of each individual employee. Management at **CDM Atlanta, Inc., dba Georgia Blind Company**[®] assumes the responsibility and is prepared to take the necessary actions to see that safety rules and practices are enforced.

Our goal is the total elimination of accidents from our operations.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Lennon". The signature is written in a cursive style with a large, sweeping initial "M".

Michael J Lennon
President

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PART 1 - GENERAL SAFETY AND HEALTH MANUAL

A. Goal and Purpose

The goal of **CDM Atlanta, Inc., dba Georgia Blind Company®** is to ensure that safety and health efforts are so successful that accidents and injuries are eliminated.

The purpose of this Safety and Health Manual is to provide a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe working environment and reach **CDM Atlanta, Inc., dba Georgia Blind Company®** goal of zero accidents and injuries.

B. Objectives

To reflect management's commitment to provide a safe and healthy working environment for all employees, subcontractors, and vendors.

To establish a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe and healthy working environment.

To follow all federal, state, and local safety and health regulations.

To follow compliance with all our clients' safety and health rules and regulations.

Achieve our goals of ...zero injuries
...zero lost time accidents
...zero OSHA violations

C. Responsibilities

Management, Project Managers, Superintendents, sub-contractors, vendors, visitors and all employees are responsible for the compliance with this Safety and Health Manual. A summary of each party's responsibilities is outlined below.

D. Management

It is the responsibility of management to establish rules and programs designed to promote safety and health; to make known to all employees the established rules and programs and to impress upon all employees the responsibility and accountability of each individual to maintain a safe and healthful workplace.

Management will ensure that appropriate safety and health training is provided, that inspections are performed, and that accident investigations are conducted and reviewed.

Management will designate a person to administer the Safety and Health Program, which includes the general Safety and Health Manual and Specific Safety and Health Manuals. This person has the following duties:

- Answer questions concerning the Safety and Health Manual.
- Keep all copies of the Safety and Health Manual up to date.
- Keep all documentation concerning the Safety and Health Manual up to date.

The Safety and Health Coordinator designated by **CDM Atlanta, Inc., dba Georgia Blind Company®** is:

Michael J. Lennon
Office: 770.487.6041
Cell: 678.488.7378

E. Safety Department

Monitor all departments for compliance with the Safety & Health Manual	Administrative support for ALL Safety related items and activities
Chairperson for the Safety Committee	OSHA 200 Form
Field inspections (self & outsiders)	Safety incentive & reprimand tracking
Disciplinary and enforcement procedures	Monitor Vehicle Reports (MVR)
Safety training to all company employees	Monitor Safety Training Requirements
Employee packages	Publish Safety Information
	Insurance coordinating
	Accident Tracking
	"Safety Library" and "Safety Board" upkeep
	All employee's safety training records

1. Project Managers

Project Managers are responsible for maintaining safe and healthful working conditions under their supervision.

2. Project Managers / Superintendents

Project Managers and Superintendents are responsible for coordinating their safety efforts with each other.

Project Managers and Superintendents are responsible for pre-planning and scheduling the job site(s).

Project Managers and Superintendents are responsible for requiring conformance to safety and health standards by sub-contractors.

Project Managers and Superintendents are responsible for providing the public, protection from company operations.

Project Managers and Superintendents are responsible for reviewing all Accidents reports and forwarding them to the Safety and Health Coordinator.

Project Managers and Superintendents are responsible for seeing that preventative measures are taken to ensure that Accidents do not occur.

Managers and Superintendents are responsible for issuing verbal and written warnings when safety and health issues are violated and submitting reports for review to the Safety and Health Coordinator.

3. Drivers

Drivers are always expected to drive safely. Drivers will abide by all federal and state laws regarding the safe operation of vehicles on public roads.

Drivers must meet the requirements outlined in Part 2 Job Specific Work Rules under the section "Rules for Drivers".

4. **Operators**

Operators are always expected to operate their equipment safely.

Operators of heavy equipment must meet the requirements outlined in Part 2 Job Specific Work Rules under the Section "Rules for Operators".

5. **Employees**

It is the responsibility of all employees to work safely to ensure their own safety as well as the safety of co-workers and others. Employees are encouraged to ask for assistance when unsure about how to safely perform any task.

Employees are required to report any unsafe acts or conditions to the superintendent. Management will not take any reprisal against employees for such notifications.

Employees are required to attend and participate in all safety meetings that **CDM Atlanta, Inc., dba Georgia Blind Company**[®] conducts.

Employees are responsible for using and maintaining all personal protective equipment that is provided by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] or the employee.

All employees are required to sign an "End of Week Employee Injury Statement" weekly.

F. Safety and Health Procedures

The safety and health goal and objectives will be realized by implementation of policies outlined under the following headings:

Accountability

Enforcement / Progressive Discipline Policy Pre-Planning

Employee Participation Site Safety Inspections

Accident Investigations and Prevention Personal Protection Equipment

New & Re-Hired Employee Orientation Training

Technical Support Documentation

1. Accountability

Project Managers and Superintendents are accountable for improving the safety performance of personnel under their supervision.

A Safety Committee will be established. The Safety Committee shall perform the following:

Establish safety and health goals.

Feedback on safety performance on a regular basis.

Recommend rewards and promotions based on safety excellence.

It is the duty of the Safety Committee to see that **CDM Atlanta, Inc., dba Georgia Blind Company**[®] has the cleanest safety record possible. The Safety and Health Coordinator is always available to consult with any employee who has safety concerns. The Safety and Health Coordinator shall answer any questions an employee may have and resolve any safety problems that arise.

If any employee has knowledge of any existing safety hazard, and they have brought it to their supervisor's attention without results, please respond to Safety and Health Coordinator, and the situation will be promptly investigated.

This Safety and Health Program is presented as a guide for achieving a high degree of safety within all areas of **CDM Atlanta, Inc., dba Georgia Blind Company**[®]. It is not intended to cover all situations concerning safety, which may arise. Rather, it is presented to instill in each employee the importance of safety and the aspiration that the employee will expand his/her awareness to safety and apply it to all aspects of their work.

2. Enforcement-Progressive Discipline Policy

Project Managers, Superintendents, or any employee found violating any of the safety and health policies outlined in the Safety and Health Manual, or participating in any other hazardous activity on the jobsite or while performing activities and/or operations for **CDM Atlanta, Inc., dba Georgia Blind Company®**, will be subject to the following progressive discipline system:

First Violation: A written warning, followed by an explanation and/or training.

Second Violation: A written warning, management review of written warning; followed by one of the following actions:

Subject to Suspension, without pay

Subject to Re- Training

Subject to Termination

Third Violation: Mandatory Re-Training Subject to Termination

Exceptions: The progressive discipline policy will be suspended, if an employee commits a gross violation of these Safety and Health Manuals or participates in an unsafe act that poses an immediate danger to the life and health of themselves or other employees. The employee will be immediately suspended without pay or terminated.

If an employee commits a substance abuse violation (as described in the Substance Abuse Program) that employee is subject to the disciplinary measures outlined under the Substance Abuse Program.

3. Pre-Planning

The pre-planning of jobs will include attention to the elimination or control of safety and health hazards, and all items in the company Safety and Health Manual.

4. Employee Participation

Employees are encouraged to make the Safety and Health Coordinator aware of any safety and health issues. Employees are encouraged to make recommendations for the elimination or control of safety and health hazards. All safety and health issues brought up by the employees will be reviewed and responded to by management in a timely manner.

5. Site Safety Inspections

Site safety inspections will be conducted on a regular basis to determine jobsite hazards, methods to eliminate or control the hazards and ensure that safe work practices are being implemented.

6. Accident Investigation and Prevention

Accidents will be investigated to prevent future mishaps. All Accidents must be reported to the Safety and Health Coordinator. An Accident Investigation Report must be filled out for each Accident by the Supervisor of the employee involved in the Accident.

All Accidents will be reviewed by the Safety and Health Coordinator to determine future prevention measures.

Definitions: Accident: An "accident" is one in which 1) a fatality occurs, or 2) an individual in the accident immediately receives medical treatment away from the accident scene, 3) a driver of a commercial motor vehicle receives a citation for a moving traffic violation arising from an accident or 4) there is damage to company property, the property of others or public property.

7. Personal Protective Equipment

All employees will be trained on the proper use and maintenance of personal protective equipment (PPE).

8. New and Re-Hired Employee Orientation

The Safety and Health Manual will be reviewed with all new hired and/or re-hired employees prior to beginning work. New hired and/or re-hired employees will be required, prior to beginning work, to sign a statement of employee understanding regarding the Safety and Health Manual.

9. Training

All training will be documented and entered into employee's personnel files and safety records.

a. Company-Wide Training

Companywide safety meetings will be conducted on an annual basis, or as deemed necessary by **CDM Atlanta, Inc., dba Georgia Blind Company®** and/or the Safety and Health Coordinator. These meetings will cover companywide safety and health topics.

b. Project Managers / Superintendents Training

Project Managers and Superintendents meetings will be conducted on a regularly scheduled basis. Some of the topics for these meetings will focus on their responsibility as outlined in the Safety and Health Manual.

They will be trained to identify hazards, hazard control and the training of other employees, subcontractors and vendors on safe work practices and procedures.

c. On-Site Training

On-site training will cover such topics as:

Safety rules and/or regulations

Site specific hazards

Safe work practices:

Procedures being used to eliminate specific hazards. Training on personal protective equipment.

Other topics the Superintendents or the Safety and Health Coordinator deem necessary.

d. Weekly Safety Meetings

The Superintendents are responsible for weekly toolbox safety meetings on site-specific safety and health hazards. The Superintendents document each session topic and attendance is recorded.

e. Specialized and/or Specific Training

Specialized training will be conducted on an "As Needed" basis by **CDM Atlanta, Inc., dba Georgia Blind Company®** for specific job-related functions.

10. Technical Support

Outside technical support, for assistance, to eliminate or control of safety and health hazards will be provided on an "As Needed" basis by **CDM Atlanta, Inc., dba Georgia Blind Company®**.

G. Emergency & First Aid

The Superintendent, with the aid of the Safety and Health Coordinator, will determine the emergency phone numbers for each jobsite. The Superintendent will post the emergency numbers in such a manner that every employee of a jobsite will be aware of the location of the emergency phone numbers.

All sites / departments, etc. of this company should have at least 1 (one) person trained in emergency first aid and CPR.

1. Emergency Procedures

The Superintendent should instruct employees on emergency procedures for the specific jobsite before work begins. Although the emergency procedures at each jobsite may vary somewhat, the basic procedures are as follows:

Don't panic.

Call for help/911.

Provide the dispatcher with detailed information.

In case of a trench cave-in or confined space accident, do not attempt to rescue unless trained in rescue procedures.

Provide first aid if qualified to do so.

Do not move injured person unless his or her life is in danger from sources other than the injury.

Secure the site.

Shut down the equipment. Account for everybody on the site.

Notify the Safety and Health Coordinator of emergency within 1 (one) hour.

H. Fire

In the event of a fire the procedures are:

Use fire extinguisher to put out small fires. Evacuate the work area.

Call fire department/911. Meet at designated location.

Notify the Safety and Health Coordinator of the fire within 1 (one) hour.

I. First Aid

First aid for minor injuries will be administered on the jobsite. If the injury requires immediate medical treatment beyond first aid, the Superintendent will call the appropriate emergency number to receive immediate medical treatment.

If the injury does not require immediate medical treatment, but does require medical treatment beyond first aid, the Superintendent shall arrange transportation for the employee to the appropriate emergency medical facility.

If the injury is minor, and first aid treatment is required by the Superintendents appropriate action should be taken to prevent exposure to blood borne pathogens and the exchange of body fluids.

All employees must notify their supervisor and/or the Safety and Health Coordinator of any first aid uses or occurrences.

Refusal of first aid by any employee should be noted in writing on the Medical Treatment Refusal Form and turned in to the office.

J. Accident Reporting / Record-keeping

All accidents must be reported to the Safety and Health Coordinator or the main office management within 1 hour.

All eye, neck, back and knee accidents/injuries require immediate medical attention, no matter how minor.

Accident reports must be 100% complete and turned in to Safety and Health Coordinator within 24 hours of accident.

All accidents require:

CDM Atlanta, Inc., dba Georgia Blind Company® accident form First Report of Accident

(specific state requirements)
Drug test results

CDM Atlanta, Inc., dba Georgia Blind Company® will maintain, at each job site and at the main office, an OSHA 200 form (log and summary or equivalent) of all recordable injuries and illnesses resulting in a fatality, hospitalization, lost workdays, medical treatment, and/or loss of consciousness.

Each recordable event will be entered no later than 5 (five) working days after receiving the information.

The current and previous year OSHA 200 summary shall be posted by February 1 and shall remain in place all year.

The OSHA 200, (log and summary), the OSHA 101, (supplementary record), shall be retained for five years following the end of the year to which it relates.

Within 8 hours after its occurrence, an employment accident which is fatal to one (1) or more employees or which results in the hospitalization of three (3) or more employees shall be reported either orally or in writing, to the nearest OSHA Area office by the Safety and Health Coordinator.

K. Documentation

All documentation relating to the Safety and Health Manual will be kept up-to-date and filed in such a manner that it will be readily accessible. Project Managers and Superintendents are required to file all appropriate documentation in a timely manner with the Safety and Health Coordinator.

L. Sub-Contractor Selection

Safety and health performance will be one of the criteria used to select subcontractors. The safety and health guidelines outlined below will be used to evaluate subcontractors. Copies of the following must be submitted to Safety and Health Coordinator prior to starting work.

3-year EMR "Mod-Rate" Safety and Health Manual Substance Abuse Program. If a subcontractor does not have a Safety and Health Manual and a Substance Abuse Program, the subcontractor will be required to adopt, in writing, **CDM Atlanta, Inc., dba Georgia Blind Company®** Safety and Health Manual and Substance Abuse Program.

M. Safety and Health Manual Revision

The Safety and Health Manual is a working document and will be revised and updated, as necessary. At a minimum, the Safety and Health Manual will be reviewed and updated on an annual basis.

N. Safety Library / Safety Bulletin Board

A "Safety Library" and "Safety Bulletin Board" will be established with an up-to-date, current copy of the **CDM Atlanta, Inc., dba Georgia Blind Company®** Safety and Health Manual in it. A current copy of the OSHA standards will be in the "Safety Library" also.

Many other safety related items will be available on the "Safety Library" & "Safety Bulletin Board".

O. Distribution of the Safety and Health Manual

Up-to-date copies of the Safety and Health Manual will be available to all employees, subcontractors and vendors through the Safety and Health Coordinator.

In addition, Project Managers and Superintendents will always have up-to-date copies of the Safety and Health Manual in their vehicles, or in the field office, where applicable.

PART 2 - JOB SPECIFIC WORK RULES

A. Abrasive Grinding

Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels. [1926.303(b) & (c)(1)]

Adjust work rest on grinders to a clearance not to exceed 1/8 inch between rest and wheel surface. [1926.303(c)(2)] Inspect and ring-test abrasive wheels before mounting. [1926.303(c)(7)]

Always leave wheel in working condition for next user. Properly dress wheel before and after use.

B. Access/Egress

Do not jump on or off equipment and/or vehicles.

Use only safe means of access/egress to and from work areas. Jumping from or to work areas is not allowed, nor is sliding down cables, ropes, or guys.

Keep all equipment, vehicles, footwear, access areas, etc. clean always.

C. Aerial Lift

Employees shall have adequate training and proper authorization prior to operating any Aerial Lift. [1926.453(b)(2)(ii)] All modifications to any aerial lift, must have written approval from the manufacturer. [1926.453(a)(2)]

D. Air Tools

Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection. [1926.302(b)(1)]

Install and maintain safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled. [1926.302(b)(2)]

The manufacturer's safe operating pressure for all fittings shall not be exceeded. [1926.302(b)(5)]

All hoses exceeding ½ inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure. [1926.302(b)(7)]

E. Compressed Air, Use Of

Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. [1926.302(b)(4)]

Exceptions to 30 psi are allowed only for concrete form, mill scale, and similar cleaning operations. [1926.302(b)(4)] The use of compressed air to clean off yourself or other workers is not allowed.

F. Compressed Gas Cylinders

Put valve protection caps in place before compressed gas cylinders are transported, moved or stored. [1926.350(a)(1)] Cylinder valves will be closed when work is finished and when cylinders are empty or being moved. [1926.350(a)(8)] Compressed gas cylinders shall be secured by a cart, chain, etc. always. [1926.350(a)(7)]

Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot become part of an electrical circuit. [1926.350(b)(1) & (b)(2)]

Oxygen and fuel gas cylinders (in storage), shall be separated by a five-foot high non-combustible wall. The wall must have a fire-resistance rating of at least one-half hour or a 20-foot separation. [1926.350(a)(10)]

Oxygen and fuel gas regulators must be in proper working order while in use. [1926.350(h)]

G. Concrete and Masonry Construction

No construction loads shall be placed on the structure until the structure can support the load. [1926.701(a)]

No employee shall work under concrete bucket while the bucket is being elevated or lowered into position. [1926.701(e)(1)] Only authorized employees shall be allowed in the "limited access zone" of masonry walls construction. [1926.706(a)(1)-(5)]

All protruding reinforced steel onto and into which employees could fall shall be guarded to eliminate the hazard of impalement. [1926.701(b)]

H. Confined Spaces

All employees required to enter confined or enclosed spaces must be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of required protective and emergency equipment. **CDM Atlanta, Inc., dba Georgia Blind Company®** shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces more than 4 feet deep, such as pits, tubs, vaults, and vessels. [1926.21(b)(6)(i) and (ii)]

I. Cranes

All manufacturer specifications and limitations must be followed. [1926.550(a)(1)]

All Equipment shall be inspected, by a competent person, prior to use. [1926.550(a)(5)]

Accessible areas of the "swing radius" shall be barricaded to prevent employees from being struck or crushed by the crane. [1926.550(a)(9)]

The use of a crane to hoist employees is prohibited. [1926.550(g)(2)]

J. Drinking Water

An adequate supply of potable drinking water shall be provided in all places of employment. [1926.51(a)(1)]

Potable drinking water containers shall be capable of being tightly closed and be equipped with a tap. [1926.51(a)(2)] The common drinking cup is prohibited. Cup dispensers and disposable cups shall be provided. [1926.51(a)(4)]

A sanitary container for unused cups and a receptacle for used cups shall be provided. [1926.51(a)(5)]

K. Electrical-General

All 120-volt, single phase, 15- and 20- ampere receptacles must be protected by G.F.C.I.s. [1926.404(b)(1)(ii)] All extension cords shall be inspected daily, prior to use, for damage or defects. [1926.404(b)(1)(iii)(c)]

Continuity test shall be conducted on all extension cords, generally every three months [1926.404(b)(1)(iii)(D) & (E)] Temporary lights shall not be suspended by their cords. [1926.405(a)(2)(ii)(F)]

Workspaces, walkways, and similar locations shall be kept clear of cords. [1926.416(b)(2)]

All extension cords must be 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. [1926.416(e)(2)] & [1926.405(a)(2)(ii)(J)]

No cord or tool with a damaged ground plug shall be used. [1926.404(b)(iii)(c)]

Splices must be soldered wire connections with insulation equal to the cable. [1926.403(e)] Worn or frayed cables may not be used. [1926.416(e)(1)]

Cables passing through work areas will be covered or elevated to protect from damage. Boxes with covers for the purpose of disconnecting must be securely and rigidly fastened to

mounting surface.

No employee may work in proximity to any electric power circuit that may be contacted during work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation. [1926.416(a) (1)]

In work areas where exact location of underground electric power lines is unknown, workers using bars or other hand tools, which may contact lines must wear insulated protective gloves. [1926.416(a)(2)]

L. Employee/Subcontractor Conduct

No "cat-calling" and/or any form of sexual harassment will be tolerated.

Willful destruction of company property, (i.e., cutting back-up alarm wires or seatbelts) may result in immediate dismissal. Any employee caught stealing anything, will be terminated.

Refer **CDM Atlanta, Inc., dba Georgia Blind Company**[®] Rules and Regulations, to be followed on each jobsite.

M. Excavation and Trenching

No employee of **CDM Atlanta, Inc., dba Georgia Blind Company**[®] shall enter any trench or excavation.

N. Eye and Face Protection

Eye and face protection must be worn when machines or operations present potential eye or face injury. [1926.102(a)(1)] Employees involved in welding operations must wear filter lenses or plates of the proper shade number. [1926.102(b)(1)]

Employees exposed to laser beams, by DIRECT and/or EXTENDED amounts of time, shall be furnished suitable laser safety goggles, which will protect for the specific wavelength of the laser and be optical density (O.D.) adequate for the energy involved. [1926.102(b)(2)]

Eye and face protective equipment shall meet all requirements of ANSI Z 87.1-1968, "Practice of Occupational and Educational Eye and Face Protection". [1926.102(a)(2)]

Goggles will be worn over any employee owned prescription glasses that do not meet industrial safety standards. [1926.102(a)(3)]

O. Fall Protection

Where employees are exposed to falling 6 feet or more from an unprotected side or edge, other than when on a scaffold, the employer must select and use a guardrail system, safety net system, or a personal fall arrest system to protect the worker from falls. [1926.501(b)(1)]

A personal fall arrest system consists of an anchorage, connectors, a body harness and may include a lanyard, a deceleration device, lifeline, or a suitable combination of these. [1926.500 (b)] & [1926.502(d)]

Each employee in a hoist area shall be protected from falling 6 feet or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system. [1926.501(b)(3)]

Personal fall arrest systems, covers, or guardrail systems must be erected around holes (including skylights) that are more than 6 feet above lower levels. [1926.501(b)(4)]

Each employee using ramps, runways, and other walkways shall be protected from falling 6 feet or more by guardrail systems. [1926.501(b)(6)]

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges shall be protected from falling by guardrail, safety net, or personal fall arrest systems

or a combination of:

Warning line system and guardrail system.

Warning line system and safety net system.

Warning line system and personal fall arrest system, or

Warning line system and safety monitoring system. [1926.501(b)(10)]

P. Fire Protection

A fire protection program is to be followed throughout phases of the construction and demolition work involved. It shall provide for effective firefighting equipment to be available without delay and designed to effectively meet all fire hazards as they occur. [1926.150(a)(1)]

Firefighting equipment shall always be conspicuously located and readily accessible, and periodically inspected and maintained in operating condition. [1926.150(a)(2) through (a)(4)] Report any inoperative or missing equipment to your superintendent/foremen.

Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet. [1926.150(c)(1)(i)]

Fire extinguishers should be mounted 48" to 60" off the floor.

Q. Flag Personnel

When signs, signals, and barricades do not provide necessary protection on or adjacent to a highway or street, flag personnel or other appropriate traffic controls shall be provided. [1926.201(a)(1)]

Flag personnel shall wear a red or orange warning garment while flagging. Warning garments worn at night will be reflectorized material. [1926.201(a)(4)] & [1926.651(d)]

R. Flammable and Combustible Liquids

Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. [1926.152(a)(1)]

All containers must be labeled with appropriate hazardous warnings. Keep flammable liquids in closed containers when not in use.

Post conspicuous and legible signs prohibiting smoking in service and refueling areas. [1926.152(g)(9)] No smoking within 25' of any fuel storage and/or fueling operations.

S. Foot Protection

Employees shall wear shoes or boots that give ankle support and that have a hard sole. No sneakers, tennis shoes or open toed shoes are permitted.

T. Gases, Vapors, Fumes, Dusts, and Mists

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants for 1970" of the ACGIH, shall be avoided. (American Conference of Government Industrial Hygienists) [1926.55(a)]

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person. [1926.55(b)]

U. Hand Tools

Employers shall not issue or permit the use of unsafe hand tools. [1926.301(a)]

Wrenches shall not be used when jaws are sprung to the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or

cracks and assure a tight connection between the tool head and the handle. [1926.301(b),(c) & (d)]

Electric-power operated tools shall either be approved double insulated or be properly grounded and used with ground fault circuit interrupters. [1926.302(a) & 1926.404(b)(1)]

V. Hard Hats

Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock or burns, shall be protected by protective helmets. [1926.100]

Hard Hats will be worn when required. Hard Hats shall be worn correctly.

W. Hearing Protection

When engineering or administrative controls fail to reduce sound levels within the limits of Table D-2, ear protective devices shall be provided and used. [1926.52(b) & 1926.101(a)]

In all cases where sound levels exceed the values shown in Table D-2 of the Safety and Health Standards, a continuing, effective hearing conservation program shall be administered. [1926.52(d)(1)]

Table D-2 Permissible Noise Exposures

Duration Per Day, Hours	Sound Level d.b.a.
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Plain cotton is not an acceptable protective device. [1926.101(c)]

X. Heating Devices, Temporary

When heating devices are used, fresh air shall be supplied to maintain the safety and health of employees. [1926.154(a)(1)] Solid fuel salamanders are prohibited. [1926.154(d)]

Y. Housekeeping

Clean up every day all areas, including but not limited to, jobsite, vehicles, shop, office, equipment, tools, etc. Scrap lumber and other debris will always be kept clear from work areas. [1926.25(a)]

Remove combustible scrap and debris at regular intervals. [1926.25(b)]

Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances. [1926.25(c)]

At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for

keeping their work areas clean.

All vehicles and/or equipment must be free of loose debris, dirt, mud, etc., before operation on public roads. Whenever materials and/or trash are dropped more than 20 feet, an enclosed chute shall be used. [1926.252(a)] Nails shall be withdrawn from used lumber. [1926.250(b)(8)(i)]

Z. Lasers

Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment. [1926.54(a)] "Laser in Use" signs shall always be posted lasers are in operation. [1926.54 (d)]

AA. Ladders

Portable and fixed ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction are prohibited. When ladders with such defects are discovered, withdraw them from service immediately. [1926.1053(b)(16)]

Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practical, provide grab rails. Secure against movement while in use. [1926.1053(b)(1) thru (b)(7)]

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors. [1926.1053(b) (12)]

Job-made ladders will be constructed for their intended use. Rungs and/or cleats will be uniformly spaced, no more than 12 inches, apart. [1926.1053(a)(3)(i)]

No ladders shall be used in a horizontal position as platforms, runways, or scaffolds. Extension ladders must be retracted before transporting.

All ladders must be secured top and bottom. Always face ladders when going up or down.

Materials and tools should be hoisted up or down ladders with a rope, cable, or other safe hoisting methods. Never use the top or the top step of a stepladder.

BB. Lighting

Construction area, ramps, walkways, corridors, offices, shops, sheds, and storage areas shall be adequately lighted. [1926.56(a)]

Additional lighting and maintenance of lighting shall be provided at all stairways, aisle ways, and entry / exit areas.

CC. Liquefied Petroleum Gas

Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type. [1926.153(a)(1)]

All cylinders shall meet DOT specifications. [1926.153(a)(2)]

Containers shall be place upright on firm foundations or otherwise firmly secured. [1926.153(g) & (h)(11)]

Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas in the event of flame failure. [1926.153(h)(8)]

Cylinders shall be equipped with an excess flow valve to minimize the flow of gas in the event the fuel line becomes ruptured. [1926.153(i)(2)]

Storage of LPG within buildings is prohibited. [1926.153(j)]

Storage locations shall have at least one approved portable fire extinguisher, rated not less than 20-b:c. [1926.153(L)]

DD. Motor Vehicles and Construction Equipment

Check all vehicles in use at the beginning of each workday to assure all parts, equipment

and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before placing vehicle in service. [1926.601(b)(14)]

No employee shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:

Vehicle has a reverse signal alarm distinguishable from the surrounding noise level,
or

Vehicle is backed up only when an observer signals it is safe to do so. [1926.601(b) (4)]

Willful destruction of **CDM Atlanta, Inc., dba Georgia Blind Company**[®] property (such as cutting back-up alarm wires or seatbelts, etc.) shall result in immediate dismissal.

Heavy machinery, equipment, or parts thereof, which are suspended or held aloft will be substantially blocked to prevent falling or shifting work under or between them. [1926.600(a)(3)(i)]

EE. Personal Protective Equipment

The employer is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions, or where the need is indicated for using such equipment to reduce the hazards to the employees. [1926.28(a)] & [1926.95(a) thru (c)]

FF. Powder – Actuated Tools

Only trained employees shall operate powder – actuated tools. [1926.302(e)(1)]

GG. Power Transmission, Mechanical

Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard. No equipment may be used without guards in place. [1926.300(b)(2)]

Guarding shall meet the requirement of ANSI B 15.1-1953 (r 1958), "Safety Code for Mechanical Power Transmission Apparatus". [1926.300(b)(2)]

HH. Protection of the Public

All **CDM Atlanta, Inc., dba Georgia Blind Company**[®] personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc. as may be necessary.

Always give the public the "right of way".

II. Rollover Protective Structures (ROPS)

Rollover protective structures (ROPS) applies to the following types of materials handling equipment: To all rubber-tired tractors

Wheel type agricultural and industrial tractors

Crawler tractors Crawler type loaders

Motor graders with or without attachments that are used in construction work.

JJ. Respiratory Protection

In emergencies, when engineering or administrative controls are not effective in maintaining acceptable atmospheres, appropriate respiratory protective equipment shall be provided by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] and shall be used. [1926.103] & [1926.134]

Respiratory protective devices shall be approved by the National Institute for Occupational Safety and Health or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee is exposed. [1926.103] & [1910.134]

Respiratory protective devices shall be appropriate for the hazardous material involved and the extent and nature of the work requirements and conditions. [1926.103] & [1910.134]

Employees required to use respiratory protective devices, shall be thoroughly trained in their use. [1926.103] & [1910.134] Respiratory protective equipment shall be inspected regularly and maintained in good condition. [1926.103] & [1910.134]

KK. Rules for Drivers of All Vehicles

No employee shall operate vehicles, without adequate training and proper authorization.

Do not talk on the telephone/radio while driving.

Pull over/off the road for safety.

Drivers must not take chances. To arrive safely is more important than to arrive on time.

At all times be cautious of other drivers on the road.

Display a positive company image while driving any vehicle.

Positively no tailgating. Maintain a proper distance between you and all other drivers.

Obey all speed limits and observe extreme caution in school zones.

Each employee who drives a vehicle must have a valid driver's license for that type of vehicle. Prior to being hired to operate a vehicle, your license will be checked by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] management. It is the employee's responsibility to maintain a valid license thereafter.

Drivers should also refer to Part 2 "Specific Work Rules," in the section titled "Motor Vehicles and Construction Equipment." When pulling a trailer, compressor, tack wagon, or other unit, always hook up safety chains and put a pin through the hitch.

Anyone pulling a trailer or piece of equipment is responsible for checking for proper tags, tires, lights, signals, mirrors, fuel, etc.

All accidents must be reported to the Safety and Health Coordinator or office management within 1 hour.

If an accident occurs, the driver must follow the procedures as outlined in the Substance Abuse Program.

No unauthorized "Riders" in company and/or pick-up trucks.

LL. Rules for Operators

No employee shall operate equipment without adequate training & proper authorization.

Operators shall not operate any heavy equipment that is not in safe working order.

Operators shall inspect their equipment prior to beginning work to ensure the equipment is in safe working order.

Operators will refer to Part 2 "Specific Work Rules," in the section titled "Motor Vehicles and Construction Equipment".

All accidents must be reported to the Safety Coordinator or office management within 1 hour.

If an accident occurs, the operator must follow the procedures as outlined in the Substance Abuse Program. No "Riders" on equipment.

MM. Saws

All portions of band saw blades will be enclosed or guarded, except for working portion of blades between bottom of guide rolls and table. [1926.304(d)]

Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe. The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper retraction and contact with the work and will automatically return to

covering position when blade is removed from the work. [1926.304(d)]

Radial saws will have an upper guard, which completely encloses upper half of saw blade. The sides of the lower exposed portion of blade will be guarded by a device, that will automatically adjust to the thickness of and remain in contact with material being cut. Radial saws used for ripping must have non-kickback fingers or dogs. Radial saws will be installed so the cutting head will return to starting position when released by operator. [1926.304(g)]

NN. Scaffolds

Scaffold means any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage) used for supporting employees or materials or both. [1926.450(b)]

Fall protection - such as guardrail and/or personal arrest systems - must be provided for each employee working on a scaffold more than 10 feet above a lower level. [1926.451(g)(1)]

CDM Atlanta, Inc., dba Georgia Blind Company[®] shall have a competent person to determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. [1926.451(g)(2)]

Each scaffold and scaffold component shall support, without failure, its own weight and at least 4 times the maximum intended load applied or transmitted to it. Scaffolds shall be designed by a qualified person and constructed and loaded in accordance with such design. Scaffolds and scaffold components shall not be loaded more than their maximum intended loads or rated capacities, whichever is less. [1926.451(a)(1)]

The scaffold platform shall be planked or decked as fully as possible with the space between the platform and uprights not more than 1 inch wide. When side brackets or odd-shaped structures result in a wider opening between the platform and the uprights, the space shall not exceed 9.5 inches. The platform shall not deflect more than 1/60 of the span when loaded. [1926.451(b)(1) & (f)(16)]

The work area for each scaffold platform and the walkway shall be at least 18 inches wide. [1926.451(b)(2)]

Access must be provided when the scaffold platforms are more than 2 feet above or below a point of access. Cross-braces shall not be used as a means of access. [1926.451(e)(1) & (e)(8)]

A competent person shall inspect scaffolds, scaffold components, and ropes on suspended scaffolds before each work shift and after any occurrence that could affect the structural integrity. The competent person also must ensure that prompt corrective action is taken. [1926.451(f)(3) & (d)(10)]

Stilts may be used on a large area scaffold. (A large area scaffold is a pole, tube and coupler, systems or fabricated frame scaffold erected over substantially the entire work area.) [1926.452(y)]

When a guardrail system is used, the guardrail height shall be equal to the height of the stilts and any alterations to the stilts shall be approved by the manufacturer. [1926.452(y)]

OO. Signs

For the protection of all, signs such as "No Smoking", "Laser in Use", "Keep Out", "Eye Protection Required", "Out of Order – Do Not Use", and "Authorized Personnel" will be posted. All employees will obey these directions.

PP. Storage

All materials stored in tiers will be secured to prevent sliding, falling or collapse. [1926.250(a)(1)] Aisles and passageways will be kept clear and in good repair. [1926.250(a)(3)]

Stored materials will not obstruct exits. [1926.151(d)(1)]

Materials will be stored with due regard to fire characteristics. [1926.151(d)(2)]

Weeds and grass in outside storage areas shall be kept under control. [1926.151(c)(3)]

Flammable liquids must be kept in approved containers. [1926.152(a)(1)]

QQ. Toilets

Toilets, shall be provided by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] according to the following minimums:

20 or fewer persons – one facility

20 or more persons – one toilet seat and one urinal per 40 persons

200 or more persons – one toilet seat and one urinal per 50 persons [1926.51(c)(1)]

RR. Washing Facilities

CDM Atlanta, Inc., dba Georgia Blind Company[®] shall provide adequate washing facilities for employees engaged in operations involving harmful substances. [1926.51(f)]

Washing facilities shall be in near proximity to the worksite and shall be so equipped as to enable employees to remove all harmful substances. [1926.51(f)]

SS. Welding, Cutting and Heating

CDM Atlanta, Inc., dba Georgia Blind Company[®] shall instruct employees in the safe use of welding equipment. [1926.350(d) & 1926.351(d)]

When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded, cut or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected. [1926.352(a)]

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other "hot work" is being done. No welding, cutting, or heating will be done where application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flashback devices.

All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. **There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated, equal to the insulation of the cable.** Defective cable shall be repaired or replaced [1926.351(b)(1) & (b)(2)]

Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective. [1926.350(f)(1) & (f)(3)]

General mechanical or local exhaust ventilation or airline respirators shall be provided, as required, when welding, cutting, or heating:

zinc, lead, cadmium, mercury, or beryllium bearing, based or coated material in enclosed spaces

stainless steel with inert-gas equipment in confined spaces

or

where an unusual condition can cause an unsafe accumulation of contaminants [1926.353(b)(1), (c)(1) through (c)(2) & (d)(1)(iv)]

Arc welding and cutting operations will be shielded by non-combustible or flameproof shields to protect employees from direct arc rays. When electrode holders are left unattended, electrodes will be removed, and holder will be placed or protected so they cannot make electrical contact. All arc welding and cutting cables will be completely insulated. Defective cable will be repaired or replaced. [1926.351]

Remove electrodes from unattended electrode holders. [1926.351(d)(1)]

Welding electrode stubs shall be collected in metal containers and not dropped on the floor or other walking / working surface. Torches shall be lighted **ONLY** by friction lighters or other approved devices. [1926.350(g)(3)]

Cigarette lighters and/or matches are **NOT** approved lighting devices!

TT. Wire-Ropes, Chains, Ropes and Other Rigging Equipment

Wire ropes, chains, ropes, and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately. [1926.251(a)(1)]

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods or other such attachments will not be used in rigging "systems". [1926.251(b)(3)]

When U-bolts are used for eye splices, the U-bolt will be applied so the "U" section is in contact with dead end of rope. [1926.251(c)(5)(i)]

Hook "safety latches" shall be maintain in a safe, operable condition.

UU. Working / Walking Under Suspended Loads

Employees shall NOT work / walk under any suspended load. [1926.701(e) (1) & (2)] Plan your work and train your crew prior to performing activities with cranes and rigging.

PART 3 - SPECIFIC SAFETY AND HEALTH POLICIES AND PROGRAMS

1. SUBSTANCE ABUSE POLICY

TO ALL: EMPLOYEES, SUBCONTRACTORS AND VENDORS

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. **CDM Atlanta, Inc., dba Georgia Blind Company**® is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees job security.

To address this problem, **CDM Atlanta, Inc., dba Georgia Blind Company**® has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of all employees. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, **CDM Atlanta, Inc., dba Georgia Blind Company**® has implemented pre-employment and active employee drug testing. This policy was designed with two basic objectives in mind: (1) employees deserve a work environment that is free from the effects of illegal drug use or alcohol abuse and the problems associated with such, and (2) **CDM Atlanta, Inc., dba Georgia Blind Company**® has a responsibility to maintain a healthy and safe workplace.

To assist us in providing a safe and healthy work place, **CDM Atlanta, Inc., dba Georgia Blind Company**® maintains a resources file of information of various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, located in the accounting office. In addition, **CDM Atlanta, Inc., dba Georgia Blind Company**® will distribute this information to employees for their confidential use.

An employee whose conduct **CDM Atlanta, Inc., dba Georgia Blind Company**® Substance Abuse Policy will be disciplined up to and including termination.

It is important that we work together to make **CDM Atlanta, Inc., dba Georgia Blind Company**® a drug-free workplace and a safe, rewarding place to work.

SUBSTANCE ABUSE POLICY STATEMENT

CDM Atlanta, Inc., dba Georgia Blind Company® is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any **CDM Atlanta, Inc., dba Georgia Blind Company**® employee illegally uses drugs on or off the job, comes to work under their influence, possesses distributes or sells drugs in the workplace, or abuses alcohol on the Job. Therefore, **CDM Atlanta, Inc., dba Georgia Blind Company**® has established the following policy:

- A. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- B. It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine ... illegal drugs in any detectable amount.
- C. It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
- D. It is a violation of **CDM Atlanta, Inc., dba Georgia Blind Company**® policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

E. Violations of this policy are subject to disciplinary action up to and including termination.

EMPLOYEE ASSISTANCE

CDM Atlanta, Inc., dba Georgia Blind Company[®] offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, located in the accounting office. In addition, we will distribute this information to employees for their confidential use.

GENERAL PROCEDURES

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the supervisor or another employee, if necessary. A drug test may be in order. An impaired employee will not be allowed to drive.

OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

Employees and job applicants who have a positive confirmed test result may explain or contest the result to **CDM Atlanta, Inc., dba Georgia Blind Company**[®] within five (5) working days after **CDM Atlanta, Inc., dba Georgia Blind Company**[®] contacts the employee or job applicant and shows him/her the positive test result as it was received from the laboratory in writing.

CONFIDENTIALITY

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

PRE-EMPLOYMENT DRUG TESTING

All job applicants at **CDM Atlanta, Inc., dba Georgia Blind Company**[®] will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] and by signing a consent agreement will release **CDM Atlanta, Inc., dba Georgia Blind Company**[®] from liability.

If the physician, official, or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

CDM Atlanta, Inc., dba Georgia Blind Company[®] will not discriminate against applicants for employment because of a history of drug abuse. It is the current abuse of drugs, preventing employees from performing their job properly, that **CDM Atlanta, Inc., dba Georgia Blind Company**[®] will not tolerate.

Individuals who have failed a pre-employment test may initiate another inquiry with **CDM Atlanta, Inc., dba Georgia Blind Company**[®] after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other test selected by **CDM Atlanta, Inc., dba Georgia Blind Company**[®]

EMPLOYEE TESTING

CDM Atlanta, Inc., dba Georgia Blind Company[®] has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the

following circumstances:

- A. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn, from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - a. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse.
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - c. A report of substance abuse provided by a reliable and credible source.
 - d. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer.
 - e. Information that an employee has caused or contributed to an accident while at work; or
 - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- B. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to **CDM Atlanta, Inc., dba Georgia Blind Company**[®] property occurs.
- C. As part of a follow-up program to treatment for drug abuse when an employee has involuntarily entered a rehabilitation program because of a positive confirmed test result. The frequency of such testing shall be a minimum of at least once a year for a two-year period after completion of the rehabilitation program. Advance notice of testing shall not be given to the employee.
- D. When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of **CDM Atlanta, Inc., dba Georgia Blind Company**[®] established policy or that is scheduled routinely for all members of an employment classification or group.
- E. Random Testing is conducted without individualized suspicion of a violation of **CDM Atlanta, Inc., dba Georgia Blind Company**[®] substance abuse policy. Selection is made by neutral criteria so that all employees are eligible for testing have an equal opportunity of being tested.

Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.

If the physician, official, or lab personnel has reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

ALCOHOL ABUSE

An employee who is under the influence of alcoholic beverages at any, time, while on **CDM Atlanta, Inc., dba Georgia Blind Company**[®] business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not and

whether on **CDM Atlanta, Inc., dba Georgia Blind Company**[®] business or property or not, shall be guilty of misconduct and is subject to discipline up to and including termination.

An employee shall be determined to be under the influence of alcohol if the employee's normal faculties are impaired due to the consumption of alcohol, or if the employee has a blood alcohol level of .05 or higher.

Failure to submit to a substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

It is the responsibility of **CDM Atlanta, Inc., dba Georgia Blind Company**[®] supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs, and the abuse of alcohol are incompatible with employment at **CDM Atlanta, Inc., dba Georgia Blind Company**[®]

2. HAZARDOUS COMMUNICATION SAFETY PROGRAM

The Hazardous Communication program has been developed by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] in accordance with OSHA Regulations 1926.21 and 1926.59 and 1910.1200. Every employee will be trained under the guidelines of the program.

Any questions or comments regarding the Hazardous Communication (HAZCOM) Program should be directed to the Safety and Health Coordinator.

Chemical Inventory

Hazardous chemicals are inventoried by the Safety and Health Coordinator, on a regular basis. Any new chemicals brought to the work site by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] will be included on the hazardous chemical inventory list. A current list of hazardous chemicals is kept at the jobsite. An inventory list of all known chemicals is available at the office or upon request.

Container Labeling

All chemicals on-site are used from an original container or a temporary container, only in small quantities for immediate use. Any chemical left after work is completed must be returned to the original container, if it is not returned to the original container it must be labeled. No unmarked containers of any size are to be left in the work area unattended.

CDM Atlanta, Inc., dba Georgia Blind Company[®] will rely on the manufactured applied labels whenever possible and will ensure that these labels are not removed or if damaged are replaced. Each container will be labeled with the identity of the hazardous chemical and any appropriate hazard warnings.

Material Safety Data Sheets (MSDS)

CDM Atlanta, Inc., dba Georgia Blind Company[®] will have an up-to-date copy of the Material Safety Data Sheets (MSDS). Each MSDS will be in English and shall contain:

- The name of the chemical.
- The physical hazards.
- The health hazards.
- The primary route of entry.
- The OSHA permissible exposure limit.
- Any general precautions for safe handling.
- The date of preparation or the date of the last change to the MSDS.

The name, address, and telephone number of the chemical manufacturer.

MSDS are kept at the office and are accessible to all employees. Job specific MSDS will be readily available to the employees working on specific jobsites. If an employee cannot locate an MSDS sheet contact the Safety and Health Coordinator.

The Safety and Health Coordinator is responsible for distribution of the appropriate up to date MSDS sheet to the job sites. Superintendents are responsible for having the appropriate up to date MSDS sheets on their job sites.

Employee Training in HAZCOM

General

Employees are trained to work safely with hazardous chemicals. Employee training will include:

Methods that may be used to detect a release of hazardous chemicals in the workplace.

Physical and health hazards associated with chemicals. Protective measure to be taken. Safe work practices, emergency response and use of personnel protective equipment.

Information on the Hazardous Communication Standard. Labeling and warning systems. The employees Right to Know.

And an understanding of the Material Safety Data Sheet (MSDS).

On-Site Training

Superintendents are responsible for site specific hazardous chemical training. Training includes: Types of chemicals on the job site.

Hazards created by chemicals on the job site.

First aid and emergency procedures, when exposed to specific chemicals.

Using appropriate personnel protective equipment for hazardous chemical handling.

Hazards of Non-Routine Tasks

Superintendents inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

Review of safe work procedures and use of required PPE is conducted prior to the start of such tasks. Where necessary areas are posted to indicate the nature of the hazard involved.

Multi-Employer Workplaces

Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.

CDM Atlanta, Inc., dba Georgia Blind Company[®] will provide to other employers on multi-employer job sites, copies of MSDS on hazardous chemicals that are used by **CDM Atlanta, Inc., dba Georgia Blind Company**[®]. Those employers will be responsible for providing their employees with the information necessary to prevent exposure to **CDM Atlanta, Inc., dba Georgia Blind Company**[®] hazardous chemicals.

Employers working on the job site with **CDM Atlanta, Inc., dba Georgia Blind Company**[®] will provide **CDM Atlanta, Inc., dba Georgia Blind Company**[®] with MSDS on each hazardous chemical that they use on the job site. **CDM Atlanta, Inc., dba Georgia Blind Company**[®] is responsible for providing its employees with the information necessary to prevent exposure

to the other employer's hazardous chemicals.

3. **AUTOMOBILE SAFETY POLICY**

All employees of **CDM Atlanta, Inc., dba Georgia Blind Company**[®] are required to follow the following guidelines when operating any vehicle leased, rented or owned by **CDM Atlanta, Inc., dba Georgia Blind Company**[®] or when operating a personal vehicle for company business.

All drivers will be held accountable for safe operation and maintenance of company vehicles and for the safe operation of a personal vehicle for company business.

Only **approved** drivers may operate company vehicles. Drivers of personal vehicles on company business must also be approved by **CDM Atlanta, Inc., dba Georgia Blind Company**[®]

All drivers must submit a copy of their driver's license to **CDM Atlanta, Inc., dba Georgia Blind Company**[®] so that a driver's Motor Vehicle Record may be reviewed for motor vehicle history.

Motor vehicle records may be reviewed 4-times each year. If at this time, there are excessive violations or accidents found, driving privileges of company vehicles may be revoked for a period to be determined by **CDM Atlanta, Inc., dba Georgia Blind Company**[®]

The driver of a company vehicle must maintain a maintenance logbook. The logbook should include the date, work performed on the vehicle, and the mileage shown on the odometer at the time the work was performed. This includes oil and filter changes, tire rotations/replacements, brake replacement, body, and engine work etc.

Any company vehicle repair or maintenance expense more than \$500.00 for any single expenditure or in the aggregate for any quarter must be approved in advance by your supervisor.

The Safety and Health Coordinator of **CDM Atlanta, Inc., dba Georgia Blind Company**[®] will perform a company vehicle inspection throughout the year. This inspection will include a review of the maintenance logbook and a visual inspection of the vehicle.

A Supervisor's Report of Accident for Automobiles must be completed and sent to the main office whenever an accident has occurred involving any company vehicle. This report is to be completed by the supervisor responsible for the vehicle no matter who is at fault. A copy of the police report should be attached, along with the estimates from the repair shop. Photographs are required.

Company vehicles driven for personal use are to be driven only by the approved driver who is responsible for the vehicle. Company drivers who are on the approved driver's list may request to have a spouse placed on the approved drivers list by submitting the required information to obtain an MVR report. Other family members and friends shall not operate a company vehicle.

When conducting company business, operating any vehicle while under the influence of alcohol, drugs, etc. shall result in immediate termination of employment.

Failure to follow any of the policies listed above may be grounds for termination of driving privileges or dismissal from employment.

Signature of Driver

Date Approved

MOTOR VEHICLE ACCIDENT REPORT

Simple Steps to Follow if you have had an auto accident:

Use this form to record critical information at the scene of the accident or as soon afterwards as possible.

Stay Calm

Determine the extent of injuries or damage.

Call the Police

File an accident report and obtain medical assistance if needed. A police report may be required by state or local law.

Limit Discussion

Talk only with the police or your insurance agent or Claim Representative. Do not admit liability or fault at the scene of the accident.

Get the Facts

Write down the names, addresses, phone numbers and insurance companies of the individuals involved in the accident and any witnesses.

Record the license plate numbers of cars involved. Also, record the extent of injuries if any were sustained.

Call your Agent

Report the accident even if it is minor, was not your fault or you do not have all the facts yet.

ACCIDENT FACTS

When and Where

Date: _____

Time: _____ am/pm

City: _____

State: _____

My Vehicle Other Vehicle Driving on what street: _____

At what speed: _____

Direction of travel: _____

Signal given? _____

Lights on? _____

Street condition: Dry Wet Icy Snowy Muddy

Others Involved

Driver Passenger Pedestrian
Name: _____
Phone: _____
Address: _____
City, State: _____
Insured with: _____
Policy No: _____
Vehicle (year / model / type) _____
License plate number: _____
State: _____

Owner of Other Vehicle

Name: _____
Phone: _____
Address: _____
City, State: _____
Insured with: _____
Policy No: _____

Damage to My Vehicle

Exterior: _____

Interior: _____

Damage to Other Vehicle

Exterior: _____

Interior: _____

Damage to Property

Injuries

Driver Passenger Pedestrian

Name: _____
Phone: _____
Address: _____
City, State: _____
Hospital: _____

Driver Passenger Pedestrian

Name: _____
Phone: _____
Address: _____
City, State: _____
Hospital: _____

Witnesses – Additional Information

Witness 1:
Name: _____
Phone: _____
Address: _____
City, State: _____

Witness 2:
Name: _____
Phone: _____
Address: _____
City, State: _____

Police Investigation

Notified Police? Yes No

If no, reason: _____

Officer's Name: _____

Badge Number: _____

Arrests or citations: You Other driver

Towing Service

Name: _____

Phone: _____

Address: _____

City, State: _____

Vehicle Towed to: _____

Address: _____

City, State: _____

Draw the auto accident here. Include as much detail as possible, including addresses and street names.

Give a detailed description of the accident here:

4. DEMOLITION SAFETY POLICY

The purpose of this Demolition Safety Policy is to eliminate accidents and/or injuries during demolition activities.

All the same safety rules of the **CDM Atlanta, Inc., dba Georgia Blind Company**[®] Safety Manual apply to demolition operations, with some added job specific safety rules. Demolition would include, but not be limited to removal of concrete, steel, wood, drywall, metal framing, insulation, carpet, ceilings, cabinets, storefronts, mechanical / electrical / plumbing, communications and data wiring, roofing, paint, caulking, etc.

All employees working in demolition areas need to be specifically trained to the hazards related to demolition.

Fire protection plans and/or fire extinguishers shall be in place prior to and during demolition operations. Emergency plans must be implemented and communicated to all workers in demolition areas.

No Smoking in demolition areas.

No radios or music headsets allowed at any time, not just during demolition.

All Personal Protective Equipment (PPE) needs to be reviewed before start of demolition. Hard hats and eye protection shall be worn by all employees in demolition areas always. Hearing protection shall be used by all employees, when required, during demolition operations. Long pants and shirt sleeves are required.

Barriers shall be installed AND maintained to segregate demolition workers from all other workers and...to segregate construction workers from the public and/or client employees. All entrances to demolition areas shall be controlled and monitored during demolition activities. The "public" always has the right-of-way.

Special considerations shall be implemented whenever asbestos, lead or other hazardous materials are encountered during demolition activities.

Dust and debris control shall be used at all times during demolition activities.

Whenever gas-powered units of any type are used for demolition operations, adequate ventilation and air quality monitoring shall be implemented and maintained at all times until demolition operations are completed.

Adequate lighting shall be provided at all demolition areas.

Lock-out / Tag-out of existing and new mechanical / electrical / plumbing systems shall be implemented PRIOR to the start of demolition activities.

Any structure removal shall be coordinated with a registered engineer.

Shoring and/or re-shoring shall be in place and maintained during demolition activities, where required.

PART 4 – Safety Orientation Package

SAFETY ORIENTATION PACKAGE TO ALL: EMPLOYEES

CDM Atlanta, Inc., dba Georgia Blind Company® has a moral and business obligation to provide a safe work environment for its employees, subcontractors, and the public. It is, therefore, **CDM Atlanta, Inc., dba Georgia Blind Company®** policy to abide by the Occupational Safety and Health Standards and to initiate and maintain appropriate practices that promote safety in the work environment.

All management and supervisory personnel are charged with the responsibility for planning safety into each work task and for preventing the occurrence of incidents and/or controlling conditions/actions that could lead to occupational injuries or illness. The ultimate success of a safety program depends upon the full cooperation of each individual employee. Management at **CDM Atlanta, Inc., dba Georgia Blind Company®** assumes the responsibility and is prepared to take the necessary actions to see that safety rules and practices are enforced.

Our goal is the total elimination of accidents from our operations.

Sincerely,



Michael J. Lennon President
CDM Atlanta, Inc., d.b.a.: Georgia Blind Company®

"BIG TEN" SAFETY RULES

1. Use and/or possession of intoxicants, alcohol or drugs are strictly prohibited.
2. Hard hats will be worn, as required, by all employees and visitors.
3. Long pants and shirt with 4" minimum sleeves always required.
4. Hard sole shoes are required - no tennis shoes.
5. Eye protection, ear protection, and respiratory protection devices will be worn when required.
6. Only authorized personnel are permitted to operate any equipment and/or vehicles. Seat belt use always required.
7. No riders on machinery and/or equipment. Riding in the back of trucks is prohibited.
8. All machinery must always have operable backup alarms.
9. No one shall enter a trench or excavation.
10. Report all accidents, unsafe conditions/practices to your supervisor.

SAFETY CERTIFICATE

My signature certifies that I have reviewed the Safety Manual and Safety Rules of **CDM Atlanta, Inc., dba Georgia Blind Company**® as outlined on the attached sheets. The Safety Manual and Company Safety Rules were either read by me or read to me by an employee of **CDM Atlanta, Inc., dba Georgia Blind Company**® I agree that I understand and will be guided by the safety instructions issued by my supervisors and will report to him all unsafe conditions or practices observed on the work site.

I understand that any violation of the safety rules or refusal to comply with an OSHA "Safety and Health Regulation" is grounds for dismissal.

Except under emergency conditions, I will obtain first aid treatment at the site for all injuries and will report to the foreman or the superintendent before leaving to obtain additional medical attention. A list of physicians and medical facilities for the company are available onsite and I understand that I must choose one of the named physicians or medical facilities for an on the job injury. I further understand that if I seek medical treatment elsewhere other than the listed physicians or medical facilities for an on the job injury, I shall be responsible for my own medical bills.

Signature

Printed Name

Date

1. FIRE EXTINGUISHER TRAINING

Four things needed to maintain a fire:

1. Oxygen
2. Heat
3. Fuel
4. Chemical reaction

Take away any one of the first three and the fire will be out. Stay upwind of a fire when using a fire extinguisher. Stay back 8 to 10 feet from a grease fire because the force of the pressure/powder from the fire extinguisher may cause the grease to splatter.

- A. Trash-Wood-Paper
- B. Liquids
- C. Electrical Equipment

PASS is the word used to train people properly to use a fire extinguisher.

Pull the pin.

Aim the extinguisher at base of fire.

Squeeze the handle.

Sweep extinguisher from side to side from outside towards center of fire. A 10lb. B.C. rated extinguisher should be within 50'-0" of any 5 gallons of fuel.

A 20 lb. B.C. rated extinguisher should be within 25'-0" maximum 75'-0" of any Liquefied Petroleum Gas tanks or any other fuel tanks greater than 5 gallons capacity.

All fires no matter how small must be reported immediately to supervisor.

The fire extinguisher should be mounted between 4" and 60" from the floor.

The distance one should stand from the base of the fire is written on the fire extinguisher. For example: (2 ½ lb.) Minimum distance is 6' (20 lb.) minimum distance is 12'.

Everyone should check the fire extinguisher in work area daily to make sure it has adequate pressure and that the pin is still in the proper place.

A fire extinguisher should be serviced once a year.

Every six years a fire extinguisher should be discharged and recharged.

At each testing, a maintenance tag will be placed on the extinguisher to show the inspection date.

2. HAZARD COMMUNICATION CERTIFICATE

Most hazards will fall into five broad categories:

- Biological (including viruses, bacteria, insects, animals, etc.)
- Chemical
- Physical
- Ergonomic
- Psycosocial

A hazardous substance can endanger our wellbeing in four ways:

- Inhaled
- Ingested
- Absorption
- Injection

MSDS's (Material Safety Data Sheets) contain the following information:

- A. Identification: product identifier and chemical identity.
- B. Hazard(s) identification.
- C. Composition and information on ingredients.
- D. First aid measures.
- E. Firefighting measures.
- F. Accidental release measures.
- G. Handling and Storage.
- H. Exposure controls/personal protection
- I. Physical and chemical properties
- J. Stability and reactivity
- K. Toxicological information
- L. Ecological information
- M. Disposal considerations
- N. Transport information
- O. Regulatory information
- P. Other information

It is important to know where the MSDS's, emergency supplies, and emergency phone numbers are located. Understand how to interpret and use the MSDS's. When working with hazardous products in containers, follow the guidelines outlined on labels which explain the dangers of the product and the proper way to use this product.

3. EMERGENCY PLAN

An emergency plan is a set of rules or procedures to be followed by all personnel in the event of an emergency.

The emergency plan is maintained by the company and is implemented by the Superintendent. The emergency plan determines the proper access/egress of emergency equipment and/or personnel into or out of the area, in case of emergency.

Supervisors will be directed to key locations, to assist in an emergency.

Each employee is expected to follow directions of supervisors and cooperate in any emergency action effort.

Personnel should evacuate the area in an orderly fashion, when instructed to do so by the supervisor.

If you become aware of an emergency or any injury, notify a supervisor immediately.

Notify supervisor of the location of emergency so that 911 can be called.

All personnel shall evacuate the area in an orderly manner and reassemble in the designated location.

All supervisors are responsible for knowing the location and number of employees at all times.

All personnel will be accounted for to ensure that everyone has evacuated the area.

Personnel are strictly forbidden to discuss project conditions, incidents or emergencies with the owner, media, press or any person not associated with the emergency. Refer all questions and/or interviews to senior company management.

4. LADDER SAFETY

General requirements – the use of ladders with broken or missing rungs, broken or split side rails, or other faulty or defective construction is prohibited.

Portable ladder feet shall be placed on a substantial base, on a 4:1 pitch and the area around the top and bottom of the ladder should always be kept clear and clean.

Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.

Portable ladders shall be tied, blocked, or otherwise secured to prevent movement.

All ladders shall extend 36 inches above the landing.

Avoid the use of metal ladders when the possibility of contact with electrical power exists.

Always clean mud or greasy substances from shoes before climbing up ladder.

Always face the ladder and hold on with both hands, whether climbing up or down.

It is dangerous to reach out too far from a ladder in any direction, keep your "center of gravity" as close to the ladder as possible. Move the ladder, as the work requires.

Never use the top or the top step of a step ladder.

Never use a step ladder as a straight ladder.

5. HOUSEKEEPING / CLEAN-UP

No one should create hazards for other workers and employees by leaving objects like pipes, carts, boxes, barrels and other trash/debris in the access path and work areas.

Housekeeping is an important part of our daily work. With the cooperation of everyone we can keep all areas clean, neat, organized, and free from tripping hazards.

A clean workplace reduces fire hazards. Housekeeping should be part of your DAILY routine. Follow these steps to help keep your work areas clean: Always check/inspect your workplace DAILY. Dispose of wastepaper, cardboard, lunch and/or break trash, shipping material, scrap material, etc. into the appropriate container.....DAILY.

Clean up anything that is spilled on the floor as soon as possible.

Keep all aisles, access paths, walkways clear of obstruction...these areas are for people access, not material storage.

Store all materials neatly and keep them away from traffic and access areas. Use nonflammable containers for disposing of scrap and waste substances. Always put tools back in their proper places. Tools left on floor are a hazard! Know all locations of first aid and firefighting equipment.

6. DRUG / ALCOHOL TESTING POLICY ACKNOWLEDGMENT

I, _____,
(name-print)

acknowledge that I have received **CDM Atlanta, Inc., dba Georgia Blind Company**[®] Substance Abuse Policy Statement outlining the rules, occasions for drug / alcohol testing, and disciplinary action, that I have reviewed them thoroughly, and that I will abide by every aspect of them, including, but not limited to, testing and reporting requirements. I further acknowledge that this Policy does not change my status as an employee-at-will, which the employer may terminate with or without cause at any time, and that my signature on this acknowledgment is required as a condition of my continued employment. I understand that the failure to comply with **CDM Atlanta, Inc., dba Georgia Blind Company**[®] Substance Abuse Policy will result in termination of my employment.

Signature

Printed Name

Date

7. ACCIDENT TERMINATION POLICY

CDM Atlanta, Inc., dba Georgia Blind Company[®] adopts the following policy regarding recurring injuries for the purpose of reducing or eliminating repetitive injuries among our employees.

If an employee has 3 accidents or injuries, which are caused by the employee, or if the employee causes two accidents or injuries to another employee within any twelve-month period, he/she will receive a written warning from the Safety Coordinator. The written warning will state that if another accident occurs due to the actions or inaction of the employee within six months from the date of the warning, the employee will be terminated.

Signature

Printed Name

Date

8. SAFETY ORIENTATION

I have been verbally and visually orientated and/or trained to all **CDM Atlanta, Inc., dba Georgia Blind Company®** safety rules, regulations and/or policies.

These items include:

"Big Ten" Company Safety Rules Safety Certificate

Fire Extinguisher

Hazard Communication/MSDS Emergency Plan

Ladder Safety Housekeeping / Clean-up Substance Abuse Policy Accident Reporting

Safety Violation Citation System Accident Termination Policy Safety Incentive Plan

Questions/Comments: _____

Signature

Printed Name

Date

Supervisor's Signature

Supervisor's Printed Name

Date

END OF THE PAY PERIOD EMPLOYEE INJURY STATEMENT

Job Name / Location: _____

Superintendent: _____

I have not received nor witnessed any accident or injury during this pay period's work.

I am signing this form voluntarily, for accident tracking purposes.

Name: _____

Signature: _____

Date: _____

SAFETY INCENTIVE PLAN

All Incentive Plans start January 1, 2001

All employees start at "0" as of January 1, 2001 All new hires start at "0" (month of hire date)

All accidents (bodily or property) start back at "0" (first aid does not count)

Citations issued by the Safety and Health Coordinator may result in a deduction from your incentive award on a quarterly basis.

Hourly Foremen / Laborers / Carpenters / Mechanics / Employees:

Incentive awards of cash or gift certificates will be awarded values based on the number of months without accidents.

**These schedules and amounts may change in accordance with overall company performance.

PART 5 – Company Forms

Job Descriptions:

Installer/Laborer

Primary Purpose of Position: Installs materials at jobsite

Primary job Tasks/Responsibilities: (Primary duties that must be performed day-to-day) Load vehicle with materials and tools needed at jobsite. Operate vehicle to and from. Offload and layout materials at jobsite, installation of said materials and general cleanup.

Physical/Mental Requirements: Stand or walk for long periods of time. Stoop, kneel, crouch and crawl. Use fingers, hands, and arms to reach for, handle and manipulated objects. Lift and carry materials of all shapes and sizes, weighing 50 to 100 pounds 75% of the time. Climb up and down ladders, scaffolds, and other objects. Work on uneven surfaces and various heights, with fall protection. See and hear well (either naturally or with correction).

Work Hours/Attendance: Hours are 7:00 AM to 3:30 PM, Monday through Friday. However, hours may change, and you may be asked to work overtime on short notice. Some weekend work may be involved with short notice. Promptness/punctuality is required every day.

Work Environment: Work with and around equipment that is loud and noisy. Work in extreme temperatures with dust and debris. Work around moving equipment. Workspace is often tight and in confined areas.

Superintendent/ Foreman

Primary Purpose of Position: Monitors and supervise, and document site construction operations and functions.

Primary Job Tasks/Responsibilities: (Primary duties that must be performed day-to-day) Must operate vehicle to and from jobsites for the purpose of supervising construction crews. Maintain daily job records. Must be prepared to operate any equipment on jobsites in the event of an emergency. Maintain safe and efficient work-site environment for all site personnel and all equipment.

Physical/Mental Requirements: Sit and/or stand for long periods of time. Stoop, kneel and crouch. Use fingers, hands, and arms to reach for, handle and manipulate objects. Climb up and off equipment. Traverse rough terrain. Climb up and down ladders, slopes, and loose soil. Must be able to see and hear well (either naturally or with correction). Work on uneven surfaces and various heights, with fall protection.

Work Hours/Attendance: Hours are 7:00 AM to 3:30 PM, Monday through Friday. However, hours may change, and you may be asked to work overtime on short notice. Some weekend work may be involved with short notice. Occasionally must attend training sessions after normal working hours. Promptness/punctuality is required every day.

Work Environment: Work around equipment that is loud and noisy. Work in extreme temperatures with dust and debris. Work around moving equipment. Work in confined and tight areas. Work in occupied office areas.

Project Managers, Project Coordinator, and Estimators

Primary Purpose of Position: Coordinate and manager office and field operations.

Primary Job Tasks/Responsibilities: (Primary duties that must be performed day-to-day) Enforce all company policies. Read and implement procedures of blueprints, specs, safety parameters and other construction related information. Assign and schedule field and office operations. Set up and conduct meetings. Perform general office activities. Track all office and field operations.

Physical/Mental Requirements: Sit, stand, or walk for long periods of time. Use fingers, hands, and arms to manipulate keyboards, controls, or other objects. Lift and carry materials up to 25 pounds. Traverse uneven surfaces. Speak, read, and write English adequately enough to communicate with others. See and hear well (either naturally or with correction).

Work Hours/Attendance: Hours are from 8:30 AM to 5:00 PM, Monday through Friday. However, hours may change, and you may be asked to work overtime on short notice. Some weekend work may be involved with short notice. Promptness/punctuality is required every day.

Work Environment: Work in a temperature-controlled building. Work in and around equipment that is loud and noisy. Work in extreme temperatures with dust and debris. Work around moving equipment. Workspace is often tight and in confined areas.

Job Application:

CDM Atlanta, Inc
Georgia Blind Company
Employment Application

Date	
Name	
Mailing Address	
Phone	
Social Security Number	
<hr/>	
Reference 1	
<hr/>	
Reference 2	
<p>"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.</p> <p>I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you.</p> <p>I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice"</p>	
Signature	

G-4, State of Georgia Employee's Withholding Allowance Certificate:

Form G-4 (Rev. 01/03/19)



STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME	1b. YOUR SOCIAL SECURITY NUMBER
2a. HOME ADDRESS (Number, Street, or Rural Route)	2b. CITY, STATE AND ZIP CODE

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1 **4. DEPENDENT ALLOWANCES**

B. Married Filing Joint, both spouses working: Enter 0 or 1

C. Married Filing Joint, one spouse working: Enter 0 or 1 or 2 **5. ADDITIONAL ALLOWANCES**
(worksheet below must be completed)

D. Married Filing Separate: Enter 0 or 1

E. Head of Household: Enter 0 or 1 **6. ADDITIONAL WITHHOLDING** \$

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES
(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
Yourself: Age 65 or over Blind
Spouse: Age 65 or over Blind Number of boxes checked x 1300.....\$

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:

A. Federal Estimated Itemized Deductions (If Itemizing Deductions).....\$

B. Georgia Standard Deduction (enter one): Single/Head of Household \$4,600
Each Spouse \$3,000 \$

C. Subtract Line B from Line A (If zero or less, enter zero).....\$

D. Allowable Deductions to Federal Adjusted Gross Income\$

E. Add the Amounts on Lines 1, 2C, and 2D\$

F. Estimate of Taxable Income not Subject to Withholding\$

G. Subtract Line F from Line E (If zero or less, stop here).....\$

H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above.....

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1,500 round up)

7. **LETTER USED** (Marital Status A, B, C, D, or E) **TOTAL ALLOWANCES** (Total of Lines 3 - 5)
(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.
a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. **Check here**

b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is . My spouse's (servicemember) state of residence is . The states of residence must be the same to be exempt. **Check here**

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature _____ Date

Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding. If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, 1800 Century Blvd NE, Suite 8200, Atlanta, GA 30345

9. **EMPLOYER'S NAME AND ADDRESS:** EMPLOYER'S FEIN: 58-1703841
CDM ATLANTA, INC EMPLOYER'S WH#: 6709390-BX
120 HOWELL RD - TYRONE, GA 30290

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.

W-4, Employee's Withhold Certificate:

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		OMB No. 1545-0074 2020
Step 1:	(a) First name and middle initial	Last name	(b) Social security number
Enter Personal Information	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.			
Step 2:	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.		
Multiple Jobs or Spouse Works	(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶ <input type="checkbox"/>		
	TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)			
Step 3:	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 ▶ \$		
	Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income		
		4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		
		4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		
		4(c)	\$
Step 5:	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
Sign Here	Employee's signature (This form is not valid unless you sign it.)		Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
	CDM Atlanta, Inc 120 Howell Road Tyrone, GA 30290		58-1703841
For Privacy Act and Paperwork Reduction Act Notice, see page 3.		Cat. No. 10220Q	Form W-4 (2020)

I-9, Employment Eligibility Verification:



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.	
1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____	QR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

STOP *Employer Completes Next Page* STOP

COMPANY REPORT OF ACCIDENT

Project: _____ Project Number: _____

Date of Injury: _____ Name of Injured: _____

Age: _____ Employed By: _____

SS#: _____ Occupation: _____

Drug/Alcohol Test Performed? Yes _____ No _____

Description of Occurrence (Include location, time of day, related details, and resulting injuries.) _____

Witness:

Name: _____ Employed by: _____

Drug/Alcohol Test: Yes _____ No _____

Comments: _____

Did any unsafe conditions exist? _____

Did employee contribute to accident? _____

Corrective action taken: _____

Supervisor's Signature

Printed Name

Date

SUBCONTRACTOR'S REPORT OF ACCIDENT

Project: _____ Project Number: _____

Date of Injury: _____ Name of Injured: _____

Age: _____ Employed By: _____

SS#: _____ Occupation: _____

Drug/Alcohol Test Performed? Yes _____ No _____

Description of Occurrence (Include location, time of day, related details, and resulting injuries.) _____

Witness:

Name: _____ Employed By: _____

Drug/Alcohol Test: Yes _____ No _____

Comments: _____

Did any unsafe conditions exist? _____

Did employee contribute to accident? _____

Corrective action taken: _____

Supervisor's Signature

Printed Name

Date

SAFETY CITATION

On this date, _____, and at this time, _____, and at this location, _____
_____, employee (name), _____,

working for **CDM Atlanta, Inc., dba Georgia Blind Company®** failed to comply with the following safety rules and/or policies:

1st Offense - Written Warning

2nd Offense - Written Warning

- Subject to Suspension, without pay

- Subject to Re-Training

- Subject to Termination

3rd Offense - Mandatory Re-Training

- Subject to Termination

Employee's Signature

Employee's Printed Name

Date

Supervisor's Signature

Supervisor's Printed Name

Date

MEDICAL TREATMENT REFUSAL FORM

EMPLOYEE NAME: _____

DATE: _____ TIME: _____

JOB NAME LOCATION: _____

NATURE OF INJURY: _____

I HEREBY ACKNOWLEDGE THAT THE ABOVE FACTS ARE CORRECT AND TRUE AND THAT I HAVE REFUSED TO SEEK MEDICAL ASSESSMENT AND/OR TREATMENT, ALTHOUGH IT WAS RECOMMENDED TO ME.

Employee's Signature

Employee's Printed Name

Date

Supervisor's Signature

Supervisor's Printed Name

Date