



*Welcome To Our Organization:*

## **TO ALL EMPLOYEES OF HIGHT CONSTRUCTION**

*Hight Construction, LLC considers no phase of its operations or administration of greater importance than accident prevention. To accomplish this goal, it is therefore necessary that an effective and understandable safety policy be stated and enforced. This company places the responsibility for workplace safety at all levels of management and on each employee. Each member of the company team must work toward achieving the goal of a safe and healthy workplace.*

*Management's responsibilities include providing a workplace free of recognized hazards. The prevention of accidents and the reduction of claim costs are high priorities of management. Supervisors will require workers to follow company safety rules and procedures. Non-supervisory personnel will be responsible to know and follow the safety rules. The success of Hight Construction's safety program requires the combined efforts of management, supervision and employees. That goal can only be achieved if every person contributes to this team effort.*

*Sincerely,*

A handwritten signature in blue ink, appearing to read "Jay P. Hight", is positioned above the printed name.

*Jay P. Hight  
President*



# ***SAFETY IS EVERYONE'S RESPONSIBILITY***

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**PLEASE READ THIS HANDBOOK CAREFULLY  
AND KEEP CLOSE BY AS A REFERENCE.**

**THE RESPONSIBILITIES OF AN EMPLOYER AND WORKER ARE CLEARLY DEFINED IN OCCUPATIONAL HEALTH & SAFETY ACTS. THE EMPLOYER MUST ENSURE, AS FAR AS IS REASONABLY PRACTICABLE, THE HEALTH AND SAFETY OF ALL WORKERS AND ATTEMPT TO INSURE THAT ALL WORKERS ARE AWARE OF THEIR RESPONSIBILITIES AND DUTIES REGARDING ACCIDENT PREVENTION AND SAFETY.**

**THE INDIVIDUAL WORKER IS EQUALLY CHARGED WITH TAKING REASONABLE CARE TO PROTECT THE HEALTH AND SAFETY OF THEMSELVES AND OTHERS ON SITE AND COOPERATING WITH HIS EMPLOYER FOR THE PURPOSES OF PROMOTING WORKER HEALTH AND SAFETY.**

**AS AN EMPLOYEE OF HIGHT CONSTRUCTION LLC, YOU ARE REQUIRED TO READ AND ACKNOWLEDGE THE INFORMATION CONTAINED IN THIS MANUAL AND TO SIGN THE SIGNATURE PAGE AT THE END OF THE MANUAL PLEDGING STRICT ADHERANCE TO THE PROGRAM DESCRIBED AND CONFIRMING THE UNDERSTANDING THAT THIS INFORMATION AND THE POLICY SET FORTH IN THIS MANUAL IS A STRICT CONDITION OF YOUR EMPLOYMENT.**

***IT IS A REQUIREMENT OF ALL NEW EMPLOYEES TO  
RETURN 1 SIGNED COPY OF THE SAFETY  
AGREEMENT PAGE - LOCATED AT THE END OF THIS  
HANDBOOK - TO YOUR IMMEDIATE SUPERVISOR  
BEFORE BEGINNING ANY WORK ON SITE!***

Hight Construction, LLC will provide training for all **new employees** immediately upon the start of their employment. The training shall be documented and may include the following topics:

- General safety rules
- Safe operating procedures
- Ergonomic hazards
- Claims management procedures
- Substance Abuse Program
- Designated medical provider/Early Reporting Program

Employees should receive training on an annual basis hereafter and/or whenever new procedures or new equipment are added or changed on the jobsite.

**RISK MANAGEMENT COORDINATOR**

Hight Construction, LLC has an on-staff Risk Management Coordinator. The coordinator is the contact person and is responsible for the full implementation of the safety program. The coordinator has the authority to delegate these responsibilities as necessary.

**DESIGNATED MEDICAL PROVIDER**

Hight Construction, LLC is participating in the Workforce Safety & Insurance Risk Management Program. This program will help us provide a safer workplace for all employees and also more effectively handle work-related injuries or illnesses. An employer has the option of selecting a designated medical provider to treat employees' work injuries. The benefits of having a designated medical provider are that the provider will gain an understanding about the employer's business and learn about the types of jobs being performed. This information will help the medical provider better assist an injured worker in returning to work after a work-related injury or illness occurs. Our organization's designated medical provider selection is:  
**Trinity Health: Dr. Howard Reeve.**

This designated medical provider selection does not apply to emergency care. Employees may add additional medical providers to the above list. In order for the employee to see the medical provider they have added (other than the designated medical provider selections listed above), the employee must notify their employer prior to an injury occurring. **Note:** Workforce Safety & Insurance may not pay for medical treatment from medical providers other than those designated providers listed above unless the designated medical provider made a referral or

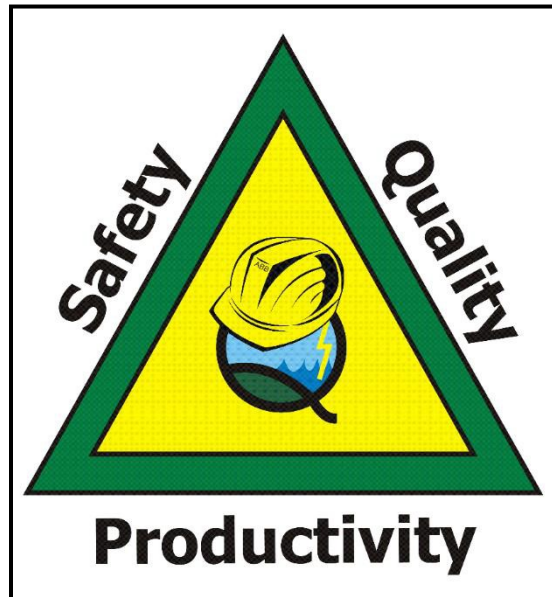
unless you have selected a different medical provider and notified us, in writing, prior to an injury occurring.

## **HIGHT COMMITMENT TO SAFETY**

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**H**ight Construction LLC is committed to providing a safe workplace environment for all of our workers, subcontractors and client personnel. The Safety and Loss prevention Program is designed with this goal in mind and requires the shared responsibility of everyone on site to ensure compliance. Working together, we are able not only to attain excellence in all aspects of our operation but also to maintain a safety record that will be the envy of the industry. An effective safety and loss prevention program is the cornerstone of good operating practice. It is our policy to:

- Provide safety and accident-prevention training as required.
- Conduct hazard assessments of every project worksite in an effort to anticipate special safety needs. This includes performing informal and formal inspections to find and correct any unsafe acts or conditions.
- Use only government-approved personal protective equipment as required in all circumstances warranting such protection.
- Properly maintain tools, equipment and facilities to ensure safe operation and a sound working environment.
- Investigate all incidents and accidents with the objective of preventing recurrence.
- Instill in every manager, foreman and supervisor to promote and demonstrate safe work practices and help to ensure subcontractors and workers understand that it is not only everyone's right to work in a safe and healthy workplace but also each worker's responsibility to work safely.
- Instill in every manager, foreman and supervisor (and in turn, every worker on site) that they are accountable for their decisions and actions. Failure to comply with safety regulations, policies, practices and procedures is cause for disciplinary action that may include suspension, dismissal or contract cancellation if warranted.
- Ensure that all Hight policies, practices and procedures comply with and/or exceed current Occupational Health & Safety (OSHA) requirements.
- Uphold the law and all city/state/federal ordinances when applied to safe operation on the jobsite. If circumstances dictate as much, YOU will be held accountable and may



be prosecuted for creating an unsafe workplace environment. Remember, safety isn't just about you. It's also about all those working around you!

- Provide a written self-inspection program that identifies hazards existing in the workplace. Inspections are informal and are done once every six months.
- Provide, implement, maintain and enforce a health and safety program of the highest standard possible.
- Provide, as reasonable and practicable, mechanical and physical safeguards to protect workers and ensure a safe workplace.
- Ensure personal protective equipment is available and workers are trained in its use and care.
- Ensure workers are properly trained, competent and equipped to do their assigned tasks.
- Conduct regular inspections and will ensure all equipment is properly maintained.
- Perform hazard assessments, implement abatement measures and communicate information to ensure the safety and health of workers and the public.
- Create/revise and review written task-specific safe work procedures with workers prior to undertaking tasks.
- Correct all unsafe conditions and work practices.
- Investigate all accidents/incidents and take appropriate corrective action will prevent recurrence.
- Comply with all legislated rules and regulations.
- Report as required all incidents, modified work and injuries to OSHA, WCB or other appropriate governing bodies as soon as possible.
- Ensure management personnel set a good example.
- Ensure a program is developed and implemented for the education and training of workers in the use, handling and storage of hazardous materials.
- Comply with HAZMAT and OSHA rules and regulations.
- Ensure emergency response procedures meet site/ task needs and are understood by all workers.
- Provide first aid facilities and treatment appropriate to the workplace and will keep a written record of all accidents and first aid treatments.
- Make Occupational Health and Safety regulations available to workers and will post company rules, policies, notices, safety minutes, etc.
- Continually endeavor to make this company a safe and desirable place to work and prosper.