



DJR, Inc. dba Encore Mechanical

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TACLA 27439E | TACLA 09784E

New Mexico Contractor's License # 350539 * Louisiana License # 48173

Colorado Pikes Peak Mechanical License #20012 | Denver H&VA 243591 | Oklahoma Mechanical #161914

Arkansas HVACR Class B 1119100 | Arkansas HVACR Class B 1022420

HUB Certification # 1464498491700

www.EncoreMech.com

Date: _____

To: _____

RE: _____

With regards to the project we are doing with _____, more specifically, _____ located in _____, please make sure each employee of Encore Mechanical is always wearing reflective vests and hard hats while on this project site. Personal protection equipment items are a requirement of Encore Mechanical and _____.

As we begin working on this project, it will be coming off the hottest time of the year in central Texas. Please pay attention to each individual employee of Encore Mechanical, looking for symptoms of heat exhaustion. Be sure to provide plenty of water to the employees and allow short breaks in shaded areas if possible, to re-hydrate during the workday (if applicable).

Primary Goals:

Our construction safety orientation is designed to accomplish the following:

- Establish expectations and minimum standards to implement the safest possible work site.
- Provide uniform information to all construction participants on the site.
- Create a safety culture on the site where all construction participants are motivated to work with each other to avoid work site injuries.

The key to an effective safety program is having proactive construction participants who take the initiative to prevent accidents. It is expected that potential safety hazards found to exist on the job will be promptly corrected. Construction participants, managers and supervisors are held accountable for the safety performance demonstrated by the workers under their supervision. The participant is responsible for compliance with the accident prevention and safety requirements contained in this manual, the Contractor's safety program and/or its subcontract agreement. Each participant is expected to:

- Maintain a positive attitude and help promote a safe environment.
- Demonstrate support for the safety program by having management follow the rules themselves.
- Plan all work to minimize the chances of personal injury, property damage and loss of production efforts while maximizing the quality of the work performed.
- Provide consistent and continuous safety monitoring as well as communicate the results of the monitoring program.
- Establish and maintain a system for early detection and correction of unsafe practices and conditions.
- Maintain complete and accurate safety records.
- Provide adequate protection to adjacent public and private properties for the safety of the public.

On-Site Safety Procedures:

Contractor may notify construction participant of deficiencies related to safety or other Program procedures as well as corrective actions required. Once this notice is delivered to the construction participant or the participant's representative at the Project site, this will be deemed enough notice of non-corrective action. If the construction participant fails or refuses to take corrective action promptly, Contractor may, without prejudice to other legal or contractual rights, issue an order stopping all or part of the construction participant's work. Work will not resume until compliance is met.

The project supervisor will maintain an accurate record of all accidents and incidents occurring at the Project. The project supervisor will be held responsible to ensure compliance with this program by its crew and/or sub-tier contractors of any level.

Emergency Action Plan:

The Subcontractor shall follow all EAP implemented by General Contractor for the following:

- Injuries to workers
- Injuries to the general public on or adjacent to the site
- Property damage, with emphasis on utilities, pedestrian and vehicular routes
- Fires
- Natural disasters
- Public demonstrations
- Bombs or other destructive threats
- Hazardous material exposures or other potential hazards that may occur at the Project site
- Be sure to review evacuation routes with employees regularly

Emergency Plan Implementation:

Should an emergency occur, construction participant shall:

1. Immediately secure the area and implement the emergency action plan.
2. Notify Contractor.
3. Provide information regarding the emergency to the authorized Contractor and Program representatives only.

Posting of Emergency Telephone Numbers: *To ensure that emergency actions are promptly taken, construction participants will post emergency telephone numbers in an obvious place. The construction participant will designate responsible personnel to make emergency calls.*

When you will be soldering, you may be required to complete a burn permit for the areas you will be working in. I have included a sample of the burn permit in this manual as well as, a few additional forms for your use. This should be coordinated with the jobsite superintendent. Make sure the employees soldering wear the proper Personal Protection Equipment, such as protective eye wear and any flame-resistant clothing. It is crucial to review with everyone where the fire extinguishers are for each area prior to soldering. Again, please coordinate with the project superintendent. Also, please review the evacuation plan with your employees in case of an emergency.

Finally, we will provide the superintendent for _____ your contact information as the Safety Officer for Encore Mechanical. I will include your cell phone number, as well as my office and cell phone numbers in this letter for the jobsite personnel to use as a reference.

Thank you very much for your cooperation and the cooperation of your crew on this project. It is our goal to provide a safe and efficient workplace for everyone. Please let me know if you have any questions.

Job Foreman: _____

Project Manager: _____

Tammi Danielson, *CFO and Safety Manager*

(512) 339-3012 Office

(512) 350-6123 Cell

(512) 339-3148 Fax

Email: tammi@encoremech.com

Jobsite Safety Orientation –

To help insure the safe completion of our project and the safety of all our employees, please use the following summary as guidance.

1. All injuries need to be reported immediately to your supervisor, who will report to me.
2. Compressed air will never be used to clean a person or clothing.
3. No alcoholic beverages or the use of illegal drugs of any kind on site will be tolerated.
4. Firearms are not permitted on the jobsite.
5. Loose clothing should not be worn around moving machinery.
6. Eye protection is always to be worn while on site.
7. Gloves should be worn when practical.
8. PPE (hard hats, safety vests, safety goggles) must be worn per OSHA standards.
9. All equipment and tools shall be inspected prior to use.
10. Work boots are required on site.
11. Only licensed personnel will operate motorized or other power vehicles on site.
12. Machinery guards will always be in place, no equipment will be operated without proper guards.
13. Use the proper tools in good condition. Keep cutting tools sharp.
14. Safe operating instructions shall be complied with as issued by the manufacturer.
15. Lift correctly, using your legs. Do not attempt to lift heavy or bulky objects without assistance.
16. Check for clear path first and then have clear view when carrying a load.
17. Situational awareness is crucial, always know what's going on in all directions on site.
18. Use proper fall protection when necessary.
19. Use barricades and signs when indicated. always Follow all safety signs on site.
20. When climbing is necessary, use an approved ladder and always have someone hold the ladder when you are on the top two steps. Never use the top step.
21. Proper scaffolding procedures must be followed when applicable.
22. Before starting machinery, operating valves, switches, etc., check safety of all workers.
23. Never attempt to repair machinery while it is in motion.
24. Consider all wires to be live until checked.
25. All equipment must be grounded, using a three-wire grounded receptacle and cord. Tools with two-wire cords must be double insulated.
26. Do not use electrical tools or equipment while standing in water.
27. Know the location of gas, water, and power sources before beginning work.
28. Flammable liquids shall be used in small quantities only and stored in approved, properly labeled, self-closing containers.
29. Do not refuel a hot or running engine.
30. Store oily rags in a covered metal container.

31. Flammable liquid containers are not to be emptied using air hose or other pressure.
32. Keep portable heating equipment and engines away from combustibles.
33. Report unsafe conditions to your supervisor immediately.
34. Small tools should be routinely checked for repair maintenance.
35. Supervisor should regularly inspect power tools, welding and burning equipment, slings, cables, ladders, etc.
36. A supervisor should regularly inspect critical equipment such as cranes, hoists, scaffolding, etc.
37. Never leave lumber with exposed nails.
38. Maintain a hazard communication policy and have all material safety data sheets for harmful substances available.
39. Willful violations of these and other rules and regulations as they pertain to the jobsite will be grounds for disciplinary action including termination of employment (at the employer's discretion).
40. Willful instigation or participation in a fight on a jobsite will result in disciplinary action up to and possibly including termination of employment.
- 41. Keep written records of all safety inspections and submit to Tammi Danielson, Safety Manager, at 9201 Brown Lane, Ste 141, Austin, TX, 78754, including signatures and dates below.**

Fire Protection

1. Subcontractor should review job fire prevention with workers and set up a fire-fighting plan.
2. Always know where fire extinguishers are.
3. Always maintain free access from the street to a fire hydrant.
4. Never block fire lanes.
5. Fire hydrants must be kept operational. If a water main or a fire hydrant has to be worked on, the local fire department should be informed as to when repairs are to be started and completed.
6. Construction of wood framed buildings should not be allowed to start until a clean and hard, surfaced fire lane is provided. The fire lane should have a fire department approved turnaround.
7. Combustible material such as lumber should be stored in an open and secured area within easy access of a fire lane. The material storage area should always be kept clean and orderly.

Signature of Field Supervisor

Date

Signature of new hire

Print name

Date