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PA0AGHIC 057327

Employee Safety Letter

RBG Home Improvements, LLC

To All RBG Home Improvements, LLC Employees:

It is the policy of RBG Home Improvement, LLC. to strive for the safest possible performance on each of our job sites.

The attached safety and loss-control guidelines represent a wealth of practical experience tested in the safety-conscious environment of many successful projects. Implementing these procedures will protect the well-being of our employees and RBG Home Improvement, LLC. resources from any harm or financial loss caused by accidents. Therefore, as a condition of employment by RBG Home Improvement, LLC., each employee is required to understand and abide by these procedures.

Because each construction project is unique, some of these procedures may need to be refined or expanded to meet the site-specific safety and loss-control needs of a particular project. The superintendent may refine or expand these procedures as needed, with my approval. For more information on complying with specific safety policies and procedures, please contact me or the superintendent.

Safety is as critical to RBG Home Improvement's operations as planning, scheduling, or billing. It is an integral part of our routine operations. Further, RBG Home Improvement believes that accidents are preventable, and that it is up to each of us to ensure that we practice safety as a routine part of our daily work.

RBG Home Improvement, LLC is committed to maintaining safe and healthful workplaces, and to protecting the public against any potential hazards caused by our operations.

Sincerely,

Jeff Morrison

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RBG HOME IMPROVEMENTS, LLC

SAFETY ADMINISTRATION PROCEDURES

Company Safety Goals and Objectives

On each construction job site, the site superintendent will be accountable to the Company president/owner, for the successful achievement of targeted Company safety and loss-control goals. The Company's project safety and loss-control goals are:

1. protection of employees;
2. zero fatalities;
3. zero permanent disabilities;
4. prevention of injuries and illnesses;
5. prevention of any fires, vehicle accidents, or property-damage losses.

These safety goals are intended to control and prevent those construction job site failures that cause fatalities, injuries, illness, equipment damage, or fire, and that cause damage to or destruction of property at the job site.

Responsibilities

[Authors' Note: The safety responsibilities listed in this section may need to be adjusted to reflect specific company operations and the actual number of personnel positions in the company.]

Company president/owner(s).

The Company president/owner will:

- ☐ Provide direction, motivation, and accountability to ensure an active safety and loss-control program for all Company construction projects.
- ☐ Provide office and field administration safety and loss-control activities in keeping with the Company's safety goals and objectives.
- ☐ Establish an adequate project budget to fund the safety and loss-control programs.



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- ☐ Establish annual Company safety goals and objectives to be achieved by the site superintendent(s).
- ☐ As part of performance evaluations, hold the site superintendent accountable for the success or failure in achieving specific targeted project safety performance and insurance cost-control goals.
- ☐ Assist the site superintendent in the formulation of Company site-specific safety and loss-control programs.
- ☐ Ensure that each member of the field supervisory team has a good working knowledge of all client, governmental, and Company safety and loss-control requirements.
- ☐ Periodically take part in various employee safety toolbox talks.
- ☐ Review monthly field-safety status reports for the purpose of evaluating each project's safety and insurance performance.
- ☐ Establish the incentive and disciplinary actions necessary to encourage a well-functioning safety program.

Site Superintendents

The site superintendent is responsible for the safety of all Company field employees on his or her project. The site superintendent will:

- ☐ With the assistance of the president/owner, establish project safety, health, first aid, fire prevention and protection, site security, and insurance claims-handling procedures that comply with applicable client contractual documents and specifications, federal or state OSHA, and Company safety and loss-control procedures.
- ☐ Monitor the project's safety status and employee morale by personally conducting a daily safety inspection of the job site(s) and initiating necessary corrective action.
- ☐ Conduct accident investigations, analyze the causes, and formulate recommendations for corrective and preventive action.
- ☐ Prepare accident reports and maintain adequate and timely documentation of all workers' compensation reports.



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- ☐ Maintain and update any necessary OSHA records and material safety data sheets (MSDSs).
- ☐ Conduct safety training for all field employees.
- ☐ Ensure that each job site has the necessary safety equipment and materials, personal protective equipment, first aid supplies, and emergency telephone numbers posted.
- ☐ Monitor all subcontractors to ensure compliance with the safety performance requirements of the project, and notify them of any infractions.
- ☐ Prepare and distribute job-safety bulletins and subject material for toolbox safety meetings, and review and audit the meetings to ensure effectiveness.
- ☐ Conduct project safety and loss-control training sessions for new employees.
- ☐ Enforce the disciplinary actions necessary to ensure a well-functioning safety program.
- ☐ Notify the Company president/owner as soon as possible in the event of any serious accident or OSHA inspection.

Field Employees

Safety is a management responsibility. Nevertheless, management cannot be solely responsible for the acts of employees. Each employee is expected, as a condition of employment, to work in a manner that will not inflict self-injury or cause injury to fellow workers. It is important that each employee understands that responsibility for his or her own safety is integral to the job. Each employee will:

- ☐ comply with all safety rules and regulations;
- ☐ report all accidents and injuries immediately to the supervisor;
- ☐ use the proper tools and personal protective equipment for the job;
- ☐ report all unsafe conditions to the supervisor;
- ☐ know what emergency telephone number to call in case of fire or injury;
- ☐ help to maintain a safe and clean work area;
- ☐ participate in Company safety training;
- ☐ set a good example for others to follow.



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Subcontractors/Trade Contractors

This Company expects that its subcontractors will have established their own safety and health programs. Each subcontractor is responsible for the safety of his or her employees on each Company project. Each subcontractor is expected to:

- ☐ Read and execute RBG HI Subcontractor Management Manual & Subcontractor Agreement.
- ☐ Comply with the applicable federal and state OSHA regulations.
- ☐ Supply the Company with a copy of the subcontractor's company safety program and material safety data sheets (MSDSs) for materials used on Company projects.
- ☐ Report immediately all accidents, injuries, and fatalities that have occurred on Company job sites to the Company superintendent.
- ☐ Supply the proper personal protective equipment and safety equipment to his or her employees and ensure their use.
- ☐ Have adequately trained their field employees on proper safety practices.
- ☐ Report all unsafe conditions to the site superintendent.
- ☐ Notify the Company president/owner or site superintendent immediately in the event of an OSHA inspection when no Company personnel are on site.

Accountability Procedures

No phase of our Company's operations is of greater importance than accident prevention. All of us must be aware of and vigorously pursue project safety goals. We must also ensure that proper planning allows for safe work practices to be used. Our interests must be vocal, visible, and continuous so that all employees will know there is only one acceptable way to do the job—the safe way.

Every employee shall be held accountable for his or her safety and loss-control performance. This accountability will be reflected in retention, promotions, salary increases, bonuses, and perks.



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Safety Enforcement Procedures

When it is necessary to warn an employee of an infraction of Company safety rules, a written reprimand must be issued on the Employee Safety Violation Reprimand Form (see Appendix B, Exhibit 2).

The site superintendent will issue a written reprimand as soon as an infraction has been observed. The reprimand serves to:

- ☑ allow employees to change unsafe work practices;
- ☑ document an infraction that will go in an employee's personnel file;
- ☑ guarantee that employees are warned of rule infractions prior to further disciplinary action being taken.
- ☑ It would be appropriate to issue a reprimand for the following reasons:
 - ☑ failure to wear proper protective equipment, such as eye protection;
 - ☑ willfully endangering one's life or the lives of other employees, which is gross misconduct and will be cause for immediate dismissal;
 - ☑ performing work in an unsafe manner.

The severity of the discipline will be determined by the extent of the exposure to the employee in question, other employees, and the Company. If the incident is the likely cause of an accident, or if the violation had a high probability of resulting in an accident, the employee may be terminated. If the incident had a moderate probability of causing an accident, time off without pay may result. If the incident had a low probability of causing an accident, the site superintendent should personally advise the employee that three written reprimands for safety violations will result in immediate termination.



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Safety Reports and Recordkeeping Procedures

Purpose: Various accident and injury reports and records are necessary to meet the requirements of the Company, insurance carriers, and government regulatory agencies.

Scope: These uniform procedures apply to all Company job sites and will be used to measure the overall safety and insurance performance of each Company project.

Administration: The site superintendent can delegate the daily administration of these reporting and recordkeeping requirements to a staff member. In that event, however, the site superintendent will determine the actual timely and adequate completion and distribution of these reports and records.

General Requirements: Copies of forms and records will not be duplicated or distributed to unauthorized personnel, outside agencies, employees, or other third parties without the explicit permission of the Company president/owner. Requests for forms or records from third parties or external agencies must be directed to the Company president/owner for approval. This includes requests from clients and owners of projects.

Forms devised for use at field locations must be approved by the Company president/owner prior to being used. Any and all records generated at field locations must be maintained at the location until completion of the project. No safety or medical files or records are to be destroyed.

- 1. Company records.** The site superintendent shall maintain on file all company safety records, including workers' compensation reports, Accident Investigation Form (see Appendix B, Exhibit 3, for sample), construction Safety Audit (see Appendix C, Exhibit 1), and Sample Safety Orientation Checklist for Subcontractors (see Appendix C, Exhibit 2).
- 2. OSHA 200 Log.** Not Applicable-OSHA 200 log is required once the company reaches 10 employees in 1 calendar year.



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Accident Reporting and Investigation Requirements

The following accident investigation procedures are designed to limit the amount of paperwork required by site superintendents, especially front-line supervisors. Site superintendents must complete a written report on serious accidents, however.

Use of the Accident Investigation Report form will allow superintendents to assemble valuable data that may be used when planning future projects. Its use will also meet OSHA's recordkeeping requirements for recordable accidents.

The Company considers an accident to be serious if it results in:

- ☐ occupational death(s), regardless of the time between injury or illness and death;
- ☐ occupational illness or illnesses resulting in permanent total disabilities;
- ☐ occupational accident(s) that involve any property damage;
- ☐ hospitalizations.

Responsibilities of the Site Superintendent

Investigating accidents is a responsibility of all levels of management and a concern for every employee, but the site superintendent's unique position gives him or her special priority and responsibility in this function.

For example, the superintendent usually knows the most about an accident, and has a personal interest in identifying accident causes. He or she can take the most immediate action to prevent an accident from recurring, and is in a position to communicate most effectively with the workers.

Given this unique advantage, the superintendent must:

- ☐ Ensure that each employee receives prompt first aid treatment for all injuries.
- ☐ Review and correct the causes of all minor injuries to his or her employees.
- ☐ Take any emergency action necessary to minimize the extent of loss to both employees and property when a serious accident occurs.
- ☐ Investigate and report findings and recommendations by completing the Accident Investigation Report Form.



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- ☐ Immediately notify the Company president/owner regarding a serious accident.
- ☐ Complete the appropriate project insurance report forms and forward them to the insurance carrier.

Responsibilities of the Company President/Owner

The Company president/owner's specific responsibilities in accident investigation are to:

- ☐ Provide the leadership, guidance, and controls to ensure that the accident investigation responsibilities at all levels of site management are effectively administered.
- ☐ Determine whether there is an immediate need to inform the Company's legal counsel and insurance agent or broker, based on preliminary information received from the field.
- ☐ Take part in a meeting with the site superintendent and field supervisors to review safety and loss-control policies or procedures that need to be developed or upgraded.
- ☐ Clear all press statements with the Company's legal counsel, the client, and the insurance carrier.

Note: All statements, with respect to any accident, made to person(s) not connected with the Company will be handled by the president/owner. Statements that must be made by Company field personnel to insurance company representatives or law enforcement authorities will be confined to the "basic facts." Further details must be cleared by the Company president/owner prior to their release. No statement regarding accident liability will be made to anyone not connected with the Company.

Governmental Safety and Health Compliance

The Company is committed to providing the safest possible work site for our field employees, and supports the goals and purpose of the Occupational Safety and Health Act (OSHA). The OSHA Construction Industry Safety and Health Standards (29 CFR 1926) are considered the minimum safety requirements for this Company.

The site superintendent will:

- ☐ Obtain copies of the most recent issue of the applicable federal and state OSHA construction safety and health standards.



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- ☐ Ensure that OSHA standards are rigorously applied in terms of equipment procedures and job content.
- ☐ Ensure that employees follow OSHA standards, by using required equipment and precautions and applying sound principles of employee discipline when employees fail to comply. (Although the Act requires employees to comply with OSHA standards, it sets no penalties for employee failure to do so. Instead, management may be cited for not enforcing rules on the job site.)
- ☐ Maintain appropriate OSHA records.
- ☐ Ensure posting of required notices related to OSHA.
- ☐ Be prepared for and meet the requirements of OSHA inspections.

Company Safety Education and Training

Supervisory Training

Safety education of all employees, from superintendents to field employees, will be conducted through all phases of the work performed by the Company. The site superintendent is responsible for the prevention of accidents at work under his or her direction, and will be responsible for thorough accident prevention and safety training, as well as instruction of the supervised employees.

The superintendent is also responsible for ensuring that all job site employees comply with the applicable training provisions of OSHA regulations. Training records must be kept up-to-date and readily available for review during OSHA inspections.

[Author's Note: Some builders have found that those superintendents who have received basic first aid and CPR training are much more safety-conscious and usually have better crew safety performance records. Each builder must decide whether to require his or her superintendents to be certified in first aid and CPR.]



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Employee Safety Rules

The site superintendent will provide each temporary and full-time job site employee a copy of the Company's safety program and policies. Employees must be given a training session covering the Company's job rules and regulations and the employee's personal safety requirements.

As a condition of employment, each job site employee will be required to sign and date an acknowledgement of receipt of the safety program and policies. The acknowledgment will be placed in the employee's personnel file.

Safety Toolbox Talks

Responsibilities. The Company president/owner will provide the direction and motivation to ensure that site superintendents conduct regular work-group safety meetings, also known as toolbox talks. The site superintendent will ensure that the discussion leader for each toolbox talk understands all Company and site-specific safety and loss-control policies and programs.

Conducting toolbox talks. Weekly toolbox talks will be conducted and last approximately 15 minutes. The talks will include time for active participation by employees, including a question-and-answer session.

Talks will also be scheduled at the beginning of new operations to ensure that all of the employees are familiar with safe work practices and the requirements of upcoming work.

Talks may be either motivational or instructional in nature. The motivational meeting creates awareness and aims at worker self-protection. The instructional meeting covers a particular job task or procedure.

Field Construction Safety and Health Requirements

Job Site Safety Inspections

Inspections should be conducted periodically to detect and correct unsafe practices and conditions. These inspections should focus on the identification and correction of potential safety, health, and fire hazards.

As part of an effective inspection program, the site superintendent must:

- ☐ Set inspection responsibilities and schedules.



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- ☐ Develop an administrative system for review of reports.
- ☐ Set up a procedure to follow up on corrected conditions.
- ☐ Analyze inspection findings.
- ☐ Set program standards for observing employee safety practices.
- ☐ Communicate program standards for observing employee practices to each supervisor.
- ☐ Communicate program safety standards to workers.
- ☐ Monitor performances of workers' safety practices.

Weekly safety audit by site superintendents. While all employees should correct unsafe work activities on the job site, a more formalized job site safety audit should be conducted once a week by the site superintendent, according to the following guidelines:

- ☐ This weekly inspection will be based on the Safety Audit (see Appendix C, Exhibit 1). This form will be completed on a weekly basis by the site superintendent, then signed and submitted to the president/owner.
- ☐ The site superintendent should conduct this weekly audit in person, and should not delegate the audit to other staff members.

Inspections by company president/owner. **On every job site visit, the Company president/owner and the site superintendent should discuss the status of site safety and loss-control programs and performance results to date, as measured against Company targeted goals. The president/owner should tour all Company work locations with the site superintendent to review job site working conditions and compliance with Company safety policies.**



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Company insurance carrier safety audits. Carriers of the Company's workers' compensation, general liability, and automobile insurance may need to conduct a job site safety inspection or accident investigation. These Company insurance safety audits should be scheduled with the approval of the president/owner, who will in turn notify the site superintendent when the insurance representatives will be on site. Site supervisory personnel should cooperate fully with the Company's insurance representatives.

Emergency Preparedness Procedures

Medical and first aid requirements. Telephone numbers for emergency service units should be posted on the job site. Company superintendents will render first aid and CPR, if qualified, until medical emergency personnel take over treatment.

Fire prevention and protection. The site superintendent should be knowledgeable of and in compliance with fire prevention and protection¹ regulations.

Company new-hire training sessions should include:

- ☐ emergency telephone number(s) for reporting a fire;
- ☐ locations throughout the job site of fire alarm systems;
- ☐ location and proper operation of fire extinguishers;
- ☐ emergency evacuation routes and procedures.

Summary

This Company places primary importance on safety and loss-control in planning all Company activities in order to protect employees and Company assets.

Each member of the field supervisory team is responsible for the safety, well-being, and safe work conduct of all employees. This written safety and total loss-control program may be revised periodically. Please forward to the Company president/owner written comments and suggestions regarding revisions to this document.

¹ Fire protection refers to the use of fire extinguishers, evacuation routes, and emergency procedures when a fire does occur.