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Accidents/Incidents and Emergency Procedures

Purpose

Oliver Construction Co. is committed to the health and safety of all craft workers and other employees at its project sites and offices, whether employees of Oliver Construction Co., subcontractors or others. Safety must never be compromised. Commitment to safety is part of quality workmanship and the mark of true professionals. Oliver Construction Co. strives to meet and exceed government safety standards and works to be a model on safety for the construction industry. Prevention of accidents and injuries on Oliver Construction Co. projects is of critical importance to Oliver Construction Co.

If an accident or incident does occur on an Oliver Construction Co. project site, Oliver Construction Co. team members are expected to take prompt action. Caring for anyone injured must be the highest priority. After an accident, the scene should be promptly secured and the risk of additional injuries eliminated by removing people from the area of the incident. In addition, Oliver Construction Co. team members are expected to promptly report all accidents, emergencies and incidents to the appropriate Oliver Construction Co. contact. When in doubt on reporting an accident, emergency or incident, contact the management.

This section of the Oliver Construction Co. Safety and Health Training Manual provides project teams a model Emergency Action Plan ("EAP") which can be used to prevent accidents or incidents, and also details Oliver Construction Co. reporting protocols in the event of an accident or incident.

Scope

This document applies to all Oliver Construction Co. projects. In addition, Oliver Construction Co. project teams should understand the contract governing the particular project and follow all safety and reporting guidelines required by the owner.

Policies

When an accident, incident or emergency occurs on an Oliver Construction Co. project, emergency action plan functions take priority over all other activities on site. No other activities may occur until emergency conditions are controlled.

Emergency Services, Postings, First Aid Kits and Equipment

Oliver Construction Co. plan should include access/egress points for emergency personnel as those access and egress points change during the life of the project.

Contact Local Emergency Response Teams.

If appropriate based upon the size of the project, should invite local emergency service(s) to the project for a routine review of site response procedures.

Postings

Post emergency services phone numbers and maps to the designated occupational clinic(s) in Oliver Construction Co.'s office and in strategic locations at the project.

First Aid Kit

Locate the first aid kits on project as detailed below:

- Establish a primary station in Oliver Construction Co. office.
- The primary station first aid kits should have an emergency blanket.
- Establish smaller stations in each primary gang box (at least one for each floor of a structure).
- Mount a vehicle first aid kit in each company vehicle.
- Designate those who will transport injured persons to the clinic (for example, a supervisor)



First-Aid Kit Contents

Ensure that first aid kits are sufficient for the scope and size of project manpower.

First-aid kit content should be consistent with standard industrial kits. The size of kits is based upon the size and scope of manpower anticipated for the project.

Severe Weather Planning

For all severe weather events, project teams should follow local news and plan accordingly. Pre-planning shall be done before the severe weather approaches.

Hurricanes and Destructive Weather

Adequate planning and preparation can help limit damages and can help avoid injuries. Monitor warnings from local agencies (for example, National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS)), or local broadcasts to ensure that project personnel and subcontractors have time to prepare.

- Take action to minimize damage to stored materials. Materials with long lead times that may become damaged should be relocated and protected.
- Consider all waterways dangerous and subject to storm surges and flash flooding.
- Ensure that all project personnel leave immediately when ordered to leave by authorities.
- Begin tracking storm reports and weather forecasts at websites available for tracking storm activity include: www.weather.com



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Tornado Awareness Plan

Some or all of the following weather signs may mean that a tornado is approaching:

- dark or green-colored sky
- large, dark, low-lying cloud
- large hail
- loud roar that sounds like a freight train

Taking Shelter:

If you see a funnel cloud, or are alerted that a funnel cloud or tornado is approaching the area by radio or siren:

- Immediately take shelter in the appropriate storm shelter
- Do not stay in or around a mobile trailer.
- Do not try to out run a tornado in your vehicle
- Do not try to take shelter under a bridge.
- If you see a tornado when in a vehicle, stop the vehicle and get out and seek appropriate shelter or in a ditch. Do not get under the vehicle.
- Do not try to take shelter under a bridge.
- If you see a tornado when in a vehicle, stop the vehicle and get out and seek appropriate shelter or in a ditch. Do not get under the vehicle.

Office Buildings, Schools, Hospitals, Churches, and other Structures:

If in any of these buildings:

- Move away from windows and glass doorways.
- Go to the innermost part of the building on the lowest possible floor.
- Do not use elevators. The power may fail, leaving you trapped.
- Protect your head and make yourself as small a target as possible by crouching.



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Incident Procedures

If an incident should result in injury, it is considered a serious Incident and report it IMMEDIATELY to your supervisor.

Complete All Required Paperwork

The following reports must be completed in all Workers Compensation related incidents.

Incident Report

This report must be completed for all incidents. Complete by the close of business on the day of the incident. Email, fax or hand deliver the Incident Report to Oliver Construction Co.

Note: Incident means first aid, visit to a doctor or hospital, property damage, lost-time, or a fatality.

First Report of Injury - A Legal Document

This report is a legal document required for incidents involving Oliver Construction Co. staff. All Injuries must be reported. Failure to comply can result in a penalty from the state or Company.

Take Care of Injured Oliver Construction Co. Personnel

If an Oliver Construction Co. employee is injured, it is the Superintendent's responsibility to maintain communication with the employee, and make sure that required procedures are followed:

- Maintain communication. Contact the employee on the first day of absence, and then every three days. Convey your concern and encourage their return to work.
- Oliver Construction Co. supervisor shall drive (or follow if an ambulance is used) the employee to the clinic and stay until the employee has been treated.
- When possible, use an Occupational Medical facility.
- Obtain doctor's written permission before allowing the employee to come back to work. Make sure a copy is sent to the home office.
- Find an appropriate position for employees released to restricted duty.
- Upon receipt of medical clearance for return to work, the Superintendent will ensure that the employee is assigned to appropriate tasks based on preexisting conditions and limitations of the medical clearance. The Superintendent SHALL make every effort to return the employee to their former position.
- **Do not allow the employee to exceed the doctor's work restrictions.**



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Back to Work Program

Oliver Construction Co. will make every attempt to put restricted duty workers back to work under a Restricted Duty Program. This program consists of:

- Integrating medical provider's instructions.
- Managing the Restricted Duty for the injured employee by the Project Manager, Superintendent and other appropriate personnel.
- Consulting with the injured employee regarding weekly progress and return to full duty status.

Policy

Oliver Construction Co. policy is to assist all employees to return to work on restricted duty, whenever this can be accomplished without further injury to the employee.

Procedure

Project Managers will try to receive their injured worker back on their project for restricted duty. This will encourage Project Managers to be active in accident prevention.

Superintendents will find and assign restricted duty which fits within the job description of their injured worker. The Superintendent will hold bi-weekly conferences to:

- Assure the workers proper recovery.
- Monitor workers restricted job duties.
- Remind the Superintendent to actively pursue accident prevention to avoid having injured workers.

Make the Back to Work effort a positive one! The Project Manager, Superintendent and Foreman will treat the Craft Workers in a respectful, supportive way to lift the morale of the injured worker and his or her fellow workers.