

Don't let this be you!



Safety isn't just a slogan; it's a way of life...

Company Safety Program

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The Superior Group, Inc. (TSGI) reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy. The rules set out in this manual are as complete as we can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. **TSGI** may vary from the policies and provisions in this manual if, in its sole discretion, the circumstances require.

Where applicable, site-specific safety plans may supersede this company safety program.

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Glossary

Jobsite: any location outside of an employee's main office where construction, service or engineering supporting work activity may take place on behalf of TSGI.

Office: the directing headquarters (can be located on a jobsite)

Construction: the act or result of constructing

Trailer: a vehicle designed to serve as a temporary dwelling or a place of business

Shop: a place for storing, making or repair of goods or machinery

Yard: an area set aside for a particular business or activity

PPE: personal protective equipment

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Contacts:

Address	Phone/Fax	Safety Coordinators
The Superior Group, Inc. PO Box 230387 Anchorage AK 99523	907-344-5011 (P) 907-344-5094 (F)	W. Michael Blake (CGM) Teri Mentzer (COM)
Superior Plumbing & Heating 8861 Elim Street Anchorage, AK 99507	907-349-6572 (P) 907-349-7091 (F)	Mark Erickson Bari Gray Debra Gramer
Superior Mechanical Service 2220 East 88 th Avenue Anchorage, AK 99507	907-349-6550 (P) 907-349-3022 (F)	Fred Griffith Barbara Soots Kirk Lugvigsen
Alaska Sheet Metal 568 Whitney Road Anchorage, AK 99501	907-279-6009 (P) 907-279-8342 (F)	Darrell Koontz Jeff Munson Nikki LaTona
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Support Services of Alaska 2220 E 88 th Avenue Anchorage AK 99507	907-278-8212 (P) 907-278-8214 (F)	Lee Holmes Logan Creelman

SAFETY POLICY

The Superior Group, Inc. (TSGI), Superior Plumbing and Heating (SPH), Alaska Sheet Metal (ASM), Haakenson Electric (HE), Superior Mechanical Service (SMS), and Support Services of Alaska (SSA) will conduct operations so that injuries to people, damage to property and/or the environment will be avoided. Every effort will be made to prevent accidents.

Our objective is to provide a clean, safe and healthy working environment for all employees. It is our intention to comply with all safety and health standards that are enforced by local, state, or federal authorities. Our company will provide engineering controls, administrative controls, personal protective equipment and training to abate hazards and to prevent injury and illness. We have developed policies, rules, and procedures which will contribute to your safety and that of your coworkers.

We expect all employees to work according to good safety practices as posted, instructed, and discussed, and to be safe employees on the job.

Each employee will contribute to the company safety program by following the Rules of Safe Conduct, bringing unsafe conditions to the attention of supervisors, and recommending actions to improve the effectiveness of our program.

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Supervisors shall insist that employees observe and obey every rule, regulation and order necessary for the safe performance of the work, and shall take such action necessary to obtain compliance.

The Superior Group, Inc has a volunteer safety committee that assists the general managers in promoting employee safety and assuring compliance with applicable safety and environmental regulations with the companies (TSGI, SPH, ASM, HE, SMS, and SSA).

RESPONSIBILITIES – Safety Coordinators

The safety coordinators will ensure the implementation and enforcement of the policies and procedures established by this safety program, as well as the requirements set forth by OSHA federal, state, and local regulations.

The safety coordinators will also insure that the following actions are implemented:

- Review of the conditions of each jobsite in relation to the safety program and establish procedures for a site specific plan as needed to address unusual hazards.
- Communication of company policies and procedures with the host employer and/or other contractors on site to coordinate safety activities (ex. – availability of fire extinguishers, emergency response procedures, MSDS exchange, etc.).
- Designation of a competent safety person for each jobsite; that employee will have the knowledge to recognize hazards and the authority to take appropriate action. Unless otherwise designated, the project foreman is considered to be a competent person.
- Periodically review the safety program as a whole and the revision of procedures to address changing regulations or conditions.
- Maintain records associated with the safety program and ensure that all posted notices are sent to the jobsites.
- Ensure that comprehensive accident and incident investigations and corresponding reports are completed.

RESPONSIBILITIES – Employees

All employees are required to work safely in accordance with state, federal, and local regulations and shall comply with the federal occupational safety and health act (OSHA) and Alaska occupational safety and health act (AKOSHA) rules, regulations and orders

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issued which are applicable to their own actions and conduct, as well as the rules established by the company's safety policy.

All employees are required to notify their supervisor immediately of any unsafe acts or conditions observed on a jobsite.

All employees are strongly encouraged to periodically review the safety policy and make recommendations to a supervisor or a safety coordinator regarding hazards that may need to be addressed. The safety policy is updated at intervals throughout the year and sent to the companies by the corporate office; each company is responsible for letting their employees know of the updates and how these updates may affect them.

SAFETY RULES

- All company safety policies and procedures must be followed.
- There is no smoking within facilities owned or leased by TSGI.
- Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job.
- No one knowingly shall be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.
- Horseplay and other acts which tend to endanger the safety or well-being of employees are prohibited. Fighting or instigating fights will not be tolerated.
- Seat belts will be worn.
- All work related injuries or illnesses shall be reported promptly to the supervisor / employer.
- Work shall be well-planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use their leg muscles instead of their back muscles.
- Employees must ensure that all guards and other protective devices are in place and properly adjusted, and shall report deficiencies to their supervisor. Approved personal protective equipment shall be worn in specific work areas.
- Employees shall not handle or tamper with any electrical equipment, machinery, or air / water lines in a manner not within their scope of duties unless they have

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received instructions from their supervisor / employer. Only trained and authorized employees shall operate machinery, equipment, tools or company vehicles.

- All tools and equipment must be inspected before and after each use. NEVER use damaged equipment. Tag defective tools and equipment out-of-service.
- Observe all warning signs and tags.
- Any damage to ladders, scaffolds or other supporting structures shall be reported immediately to the foreman or supervisor. The equipment will be taken out of immediate service until a determination is made by a supervisor. Work is to be arranged so that employees are able to face the ladder and use both hands when climbing.
- Before working with solvent materials with a low flashpoint, all power tools and sources of ignition that may be present shall be turned off or disconnected.
- Machinery will not be repaired or adjusted while in operation.
- Follow lockout / tagout procedures as required
- Do not throw material, tools, or other objects from heights (whether structures or buildings) until proper precautions are taken to protect others from the hazard of falling object.
- Employees will cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
- Gasoline and such solvents will not be used for cleaning purposes. Smoking is prohibited when working with or near any flammable substance.
- Sturdy footwear is mandatory on all jobsites preferably high top leather with non-skid soles.
- Long-legged pants must be worn on all jobsites. Hard hats must be worn on jobsites where there is potential for overhead danger. Gloves must be worn where hand injuries could occur. Loose or frayed clothing, dangling ties, finger rings, etc. must NOT be worn around moving machinery or other places where they can get caught. Shirts with sleeves are required. No tank tops allowed on any jobsite.
- Eye protection must be worn at all times on all jobsites except office environments.
- In addition to the rules established here, employees are expected to follow all safety instructions as provided in training.

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DISCIPLINARY POLICY

Our company strives to create a safe and healthy workplace for all employees. To achieve this objective requires the cooperation of everyone. Supervisors must enforce all company safety policies and procedures.

In the event any employee deliberately fails to follow the prescribed safe work procedure or deliberately fails to use the prescribed safety equipment – disciplinary action will be initiated.

Incidents that involve imminent danger, or in the opinion of the supervisor or safety coordinator, show a complete disregard for safety, shall be immediately referred to management for appropriate action up to and including termination.

Failure on the part of any employee to report violations of company policies and procedures is a safety violation and is subject to the same disciplinary actions as those outlined below.

DISCIPLINARY ACTIONS

Violations will be noted on employee time cards each week; signature of the time card is the employee's acknowledgement of the safety violation. Time cards with safety violations will be sent to the corporate office for documentation, logging, and incorporation into the personnel file. The corporate office will be responsible for logging violations and notification to company management of the number of violations an employee has received. Nothing in this section is intended to place limits or conditions on or to otherwise alter in any way the "at will" work relationship between the corporation and its employees.

First violation – verbal warning.

Employee may respond, but is not required.

Second violation – verbal warning.

Corporate will inform the employee's company general manager and a conference will be held with the employee. Documentation of this conference will be inserted in the personnel file.

Third violation – written warning.

Corporate will inform the employee's company general manager, a written warning will be issued to the employee. The employee is required to respond in writing to the violation. Documentation will be inserted in personnel file.

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Fourth violation – written warning.

Corporate will inform the employee's company general manager, a written warning will be issued to the employee. A conference will be held with the safety coordinator / general manager. Employee must respond in writing to the violation and documentation will be inserted in personnel file.

Additional violations – management review.

Corporate will inform the employee's company general manager. A review will be conducted by management. Employees may be subject to disciplinary action ranging from suspension without pay to dismissal.

ACCIDENTS / INCIDENTS REPORTING & INVESTIGATION

Each company employee has the responsibility to immediately report all work-related accidents, work-related incidents (near miss accidents), or work-related illnesses to their supervisor.

Unsafe acts and conditions observed by any employee should be brought to the attention of their supervisor immediately.

Supervisory personnel are required to document all accidents, incidents, illnesses, unsafe acts and unsafe conditions reported by employees and submit a report to the safety coordinator as soon as possible after the employee has been taken care of and the unsafe act(s) or condition(s) have been rectified. The **Report of Occupational Injury or Illness Form 07-6101** is the form used for **accidents involving any type of medical care**. An incident report form is for incidents or accidents not requiring an OSHA Form 07-6101. These reports can be obtained from company office administration or found in the corporate policy manual. When appropriate, incidents should be noted on the daily job reports as well.

Supervisory personnel are required to take the appropriate corrective action insuring the prevention of future accident and/or incidents.

Safety coordinators insure thorough investigations of all accidents are performed and reviews of all incidents are performed with recommended corrective action taken if appropriate.

In the case of work-related fatalities or hospitalization of one or more employees, the safety coordinator will be notified as soon as possible after the accident site and victim(s) have been stabilized.

The safety coordinator must notify the COM and/or the CGM and coordinate notification of the local AKOSHA office or contact 1-800-321-OSHA to report the

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accident within 8 hours of receiving notice of it (there is an exception for certain motor vehicle or public transportation accidents.

To the extent allowable, the scene of the fatality or accident should be left untouched until notification from OSHA officials has been received.

RECORDKEEPING

Safety coordinators ensure the maintenance of all records related to the safety program including MSDS, accident and incident reports, and the OSHA logs and summary report.

Safety coordinators will ensure accidents are recorded on the OSHA forms within 10 days of knowledge of the accident, and that the applicable jobsite logs are appropriately updated. Company safety coordinators will ensure that the corporate operations manager is notified as soon as possible after the accident and will coordinate the filing of related paperwork with state agencies and the Corporate Workers Compensation carrier. All OSHA forms and incident forms will be copied to the corporate operations manager.

Medical records will be kept with the physician administering the service.

Safety coordinators track the location of specific files, and where applicable, maintain copies within the company files, maintain the appropriate safety information in an accessible location for all employees, and regularly update all employees on new health & safety information.

Requests for records should be submitted to the corporate operations manager.

TRAINING

No employee will be allowed to perform a job or task unless they have received training on the hazards present and the precautions necessary to perform the job safely. The safety coordinator or general manager will schedule the following training:

Orientation Training

Each employee will participate in a safety orientation training session. Topics addressed will include hazard communication, personal protection equipment, general safety, and the company safety program.

Hazard Specific Training

Before beginning a new task, a review of the hazards will be conducted by the supervisor / foreman. If it is determined that employees will face hazards they have not previously received training for, the safety coordinator should be notified. It is the safety coordinators' responsibility to ensure that the employee receives the training necessary.

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Weekly Toolbox / Safety Meetings

The safety coordinator will ensure that weekly toolbox / safety meetings are conducted.

Retraining

Retraining will be conducted when inadequacies in employee's knowledge or use of specific protective equipment indicates a lack of understanding or skill.

SAFETY INSPECTIONS

Each employee will perform a safety check of their area of the jobsite before work begins and check all equipment and personal protective equipment before each use.

The supervisor and/or the safety coordinator will perform periodic inspections in which a report will be completed using the appropriate inspection checklists. Where activities on a jobsite require employees to be present every day for a week or more, the inspection will be performed at least monthly. Where daily jobsite activity is intermittent, an inspection should be performed as necessary. When there are major changes in conditions at a jobsite, an inspection should be performed.

MULTI-EMPLOYER WORKSITE POLICY

The safety coordinator will ensure that a review of all safety procedures is done with the hosts and/or prime contractor before each job. Specific written policies and procedures sections of the company safety manual should be referenced for basic procedures (i.e. hazard communication, MSDS, emergency response – fire extinguishers, etc.)

VISITORS

No visitors will be allowed on site unless they have received permission from the host or prime contractor and a designated company representative and have received a briefing on appropriate safety precautions and completed all necessary paperwork.

OSHA INSPECTIONS

When contacted by an OSHA representative regarding a jobsite inspection, contact a supervisor for instructions.

It is every employee's right to speak with an OSHA representative and The Superior Group, Inc. supports this right. However, please notify a supervisor immediately after speaking with an OSHA representative on site.

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SUBSTANCE ABUSE POLICY

Purpose

The Superior Group, Inc. is dedicated to the protection of its employees from situations arising from substance abuse. To ensure that its workforce is productive, its facility are safe, and the success of its business is not hindered by substance abuse, The Superior Group, Inc. has established a Substance Abuse Program. At the same time, the program will promote morale and reduce absenteeism, accident potential, and health and workers' compensation insurance. This written program represents our company's approach toward maintaining a drug and alcohol-free workplace.

Administrative Duties

The corporate office is responsible for developing and maintaining the written substance Abuse Program and is solely responsible for all facets of the program with full authority to make necessary decisions to ensure the success of this program

The Substance Abuse Program is kept at the following location: the corporate office.

Company Policy

Because our companies are concerned about on the job substance abuse, they are committed to a drug and alcohol-free workplace. Our company substance abuse policy statement is as follows:

The companies of The Superior Group, Inc. have a responsibility and an obligation to employees, customers, and the public to take reasonable steps to assure safety in the workplace, and at our work sites. To this end, each company reaffirms its policy that the following actions are strictly prohibited and may be cause for termination.

1. Reporting for work under the influence of intoxicants or illegal drugs. (Hangovers that affect work performance meet the definition of, "under the influence").
2. Use, possession or sales of such intoxicants or illegal drugs in any manner during work hours or on company property.

The companies are committed to obeying the law concerning drugs and in so doing will take internal disciplinary action up to and including termination, as well as calling on law enforcement agencies when necessary.

Employees with problems are encouraged to seek professional assistance and treatment from a local community based organization.

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Use, Possession or Sale of Drugs and Alcohol

Any employee who, while performing company business or on company property, uses, possesses, sells or receives any illegal drug will be terminated. Any illegal substances will be turned over to the appropriate law enforcement agency and the employee may face criminal prosecution.

Employees who are arrested for off-the-job drug activity or drunkenness may be considered to be in violation of this policy. In deciding what action to take, the companies will take into consideration the nature of the charges, the employee's present job assignment, and the employee's record with the company, and other factors relative to the impact of the arrest upon the conduct of company business.

Anyone violating this policy will be subject to the following:

Disciplinary action up to and including termination. **Nothing in this section is intended to place limits or conditions on or to otherwise alter in any way the "at will" work relationship between the corporation and its employees.**

Drug and Alcohol Testing

We retain the right to test our employees for alcohol and drugs according to the following guidelines:

- Specific job requirements.
- Given reasonable cause to suspect substance abuse, such as an individual being unfit for work, an employee may be asked to take an accepted screening test at company expense. The employee will be asked to consent in writing to allow the results of the tests to be furnished to and used by the company.
- Employees directly involved in on-the-job accidents may be required to submit to testing for the presence of intoxicants for legal interests of the company and the individual.
- An employee transferred or promoted to a position where driving a company vehicle is a regularly assigned part of the job may be required to submit to testing as a condition of employment in that capacity.

An employee who refuses drug/alcohol testing will be considered to have cause for reasonable suspicion which can result in disciplinary action up to and including termination.

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Specific Written Policies/Plans

The Superior Group, Inc. maintains a list of written policies and plans specific to the construction industry and conforming to OSHA regulations. These plans can be found within the corporate policy manual. These plans should be adapted to specific job locations and situations. It is the responsibility of the company general manager to ensure that each job locations is evaluated for hazards which may call for the implementation of one or more of these plans. Once hazard s are identified, one of the below plans should be adapted to the specific job location.

- 1. Emergency Action Plans**
- 2. Hazard Assessment and PPE Plan**
- 3. Fall Protection**
- 4. Electrical Safety**
- 5. Lockout Tagout (LOTO)**
- 6. Confined Space Entry**
- 7. Respiratory Protection**
- 8. Hazard Communication**

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Emergency Action Plans

Purpose

These plans are for the safety and well-being of the employees. They identify necessary management and employee actions during fires and other emergencies.

Location of Plans

An Emergency Action Plan can be found at each office of each company. A copy is also maintained in the office of the corporate operations manager.

Upon request, an OSHA representative may obtain a copy of any of these plans from:

Teri Mentzer, Corporate Operations Manager
PO Box 230387
Anchorage AK 99523
(907) 344-5011

(Physical Address)
2220 E 88th Avenue
Anchorage AK 99507

Hazard Assessment and PPE Plan

Purpose

The Company provides all employees with required PPE to suited to the task and known hazards.

General Policy

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment will be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses.

Responsibilities

Management

- Conduct hazard assessments to identify specific PPE for specific tasks
- Train employees in the selection, use, inspection, storage, cleaning, and limitations of specific PPE

Supervisors

- Monitor use of PPE
- Provide replacement PPE when needed

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- Identify any new hazards that would require the use of PPE
- Employees**
- Properly use and care for assigned PPE
 - Immediately inform supervisor if PPE is damaged or not effective

Specific guidelines for PPE use are available at the corporate office. Each workplace should be assessed to determine if any hazards requiring the use of personal protective equipment exist. Protective equipment must be used whenever hazards or processes of the environment, chemical hazards, radiological hazards, or mechanical irritants could cause injury or impairment through absorption, inhalation, or physical contact.

Fall Protection Plan

Purpose

To establish procedures to be followed to enable employers and employees to recognize fall hazards in order to prevent falls to lower levels through holes and openings through walking/working surfaces and from leading edges.

General Policy

Whenever possible, conventional fall protection must be used. A site-specific fall protection plan can be implemented when conventional fall protection is not feasible or is more hazardous.

Conventional Fall Protection

- Guardrail systems
- Safety net systems
- Personal fall arrest systems

Site Specific Fall Protection Plan

- Only used where employer (or General Contractor) can clearly show that conventional fall protection will not work.
- Must be prepared by a qualified person
- Must be site specific
- Must be supervised by a competent person

Specific guidelines for conventional and draft site-specific fall protection are available at the corporate office. Each workplace will be assessed to determine if conventional fall protection can be used. When required the use of site specific fall protection plans must be approved by a safety coordinator and the corporate general manager.

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Electrical Safety Plan

Purpose

To establish guidelines necessary for the practical safeguarding of employees involved in construction work.

General Policy

The Electrical Safety program is designed to prevent electrically related injuries and property damage. This program also provides for proper training of maintenance employees to ensure they have the requisite knowledge and understanding of electrical work practices and procedures. Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions

Specific guidelines for electrical safety are available at the corporate office. Each workplace will be assessed by a supervisor to determine if any hazards requiring the use of a specific electrical safety plan exist and if those hazards cannot be controlled through the normal engineering control measures a site specific electrical safety plan will be implemented

Lockout Tagout (LOTO)

Purpose

To establish energy control procedures, training and periodic inspections to make sure employees can safely service machinery and equipment. To establish the requirements for isolation of both kinetic and potential energy sources (i.e.: electrical, chemical, thermal, hydraulic, pneumatic, and gravitational prior to equipment repair, adjustment, or removal).

General Policy

Before working on, repairing, adjusting or replacing machinery and equipment, the machinery and equipment will be placed in a neutral or zero mechanical state.

Specific guidelines for Lockout Tagout procedures are available at the corporate office. Each workplace will be assessed by a supervisor to determine if LOTO will be necessary and specific procedures will be implemented.

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Confined Space Entry

Purpose

To establish control procedures designed to protect employees that will enter confined spaces and may be exposed to hazardous atmospheres, engulfment in materials, conditions that may trap or asphyxiate due to converging or sloping walls, or contains any other safety or health hazards.

General Policy

All employees required to enter into confined or enclosed spaces will be instructed as to the nature of the hazards involved, the necessary precautions to be taken and the use of appropriate protective and emergency equipment that may be required.

Confined space:

1. Work area that is large enough or so configured that an employee can bodily enter and perform work.
2. Has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry).
3. Is not designed for continuous employee occupancy.

Permit Required Confined Space (Permit Space), is a confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly covering walls or by a floor that slopes downward and tapers to a smaller cross-section.
4. Contains any other recognized serious safety or health hazard.

Specific guidelines for confined space entry are available at the corporate office. Each workplace should be assessed to determine if a confined space situation exists. When required the use of site specific Confined Space plan must be approved by a safety coordinator and the corporate general manager

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Respiratory Protection

Purpose

The purpose of this program is to ensure employees of The Superior Group, Inc. are properly protected from airborne chemical hazards during their work activities.

General Policy

The Superior Group, Inc. will provide appropriate respiratory protection when needed to protect the health of our employees. As part of the written respiratory protection program, we will provide worksite procedures for all employees required to wear respirators.

Specific guidelines for Respiratory Protection are available at the corporate office. Each workplace will be assessed by a supervisor to determine if Respiratory Protection is necessary and specific procedures will be implemented as applicable.

Hazard Communication

Purpose

The Superior Group, Inc. has implemented a Hazard Communication Policy to minimize the risk of hazardous materials to our employees.

General Policy

As a company, we provide information about chemical hazards and the control of hazards via our Hazard Communication Policy. This policy will include container labeling, Material Safety Data Sheets (MSDS) and training employees on the hazards and controls while using hazardous materials.

Each company has a specific Hazard Communication Plan; these plans are available through the company and corporate offices.