

Employee Safety Manual

Safety is the Key to Quality and Productivity

We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public and preserving Tuff Kote Floorings assets and property. At Tuff Kote Flooring, our most valuable resource is the people who work for us. Injuries can be prevented. To achieve this objective, Tuff Kote Flooring will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of Tuff Kote Flooring property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

Tuff Kote Flooring is sincerely interested in our employee's safety. The policy of Tuff Kote Flooring is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which Tuff Kote Flooring provides.

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STATEMENT OF JOB SAFETY

Job Safety is the most important aspect of your work. Without safety, an accident usually occurs, production stops and the employee is out of work. The Employee's family suffers and the employee's health is forever altered.

Accidents are preventable and usually are the result of unsafe or inefficient procedures, unsafe physical conditions, unsafe equipment or unsafe personal acts. Prevention of these accidents is the responsibility of everyone in the organization, from the owner to the individual worker on the job. Our ability to develop in each employee a sense of safety and health awareness and to develop safe work habits will be a significant measure of our success.

SAFETY RESPONSIBILITY

The Safety Program Officer is Michael Peck. The Field Safety Supervisor is Robert Peck. In the absence of Robert Peck, The Field Safety Supervisor shall be Ryan Peck

BASIC SAFETY RULES AND ENFORCEMENT PROGRAM

The safety rules established herein are basic and compliance with these rules and future rules are a condition of your continued employment.

To establish an equitable enforcement program, the rules have been placed in three (3) categories which reflect the seriousness of the violation and said rule. Violation of the same rule or other rule of a category in any six month period will result in the following actions.

Category 1 Violations:

First Offense:	Initial Written Warning
Second Offense:	Final Written Warning
Third Offense:	Immediate Discharge

Category 2 Violations:

First Offense:	Final Written Warning
Second Offense:	Immediate Discharge

Category 3 Violations:

Violation of any of these rules will result in **Immediate Discharge!**

CATEGORY 1 VIOLATIONS

1. Failure to report accidents, both bodily injury and property damage to your supervisor as soon as possible.
2. Failure to wear the appropriate personal protective equipment including, but not limited to, safety glasses or goggles, hard hats (when required) and respirators (when required).
3. Failure to wear suitable work clothes and shoes.
4. Failure to inspect and report defective tools and equipment before use and/or failure to report unsafe conditions immediately.
5. Failure to properly inspect, maintain, and store safety related personal protection equipment.
6. Creating or contributing to poor housekeeping.

CATEGORY 2 VIOLATIONS

1. Failure to properly select, inspect, position, secure and/or utilize portable ladders safely.
2. Smoking or using ignition source equipment or spark producing tools in “no smoking” or “no open flame” areas.
3. Failure to follow safety procedures and/or safety rules for shot blasting, grinding, water blasting, coating application or hazard communication.
4. Unauthorized use of tools, equipment, machines, materials, or vehicles.
5. Failure to obey warning signs and notices (i.e. “No contractor’s employees allowed”, “authorized personnel only”, etc.).
6. Discharge of a hazardous waste into the environment.

7. Disturbing others, threatening, intimidating, coercing, horseplay, scuffling or interfering with fellow employees.

CATEGORY 3 VIOLATIONS

1. Reporting to work under the influence of alcohol or drugs, or the possession, distribution, consumption or use of alcohol or drugs during working hours.
2. Falsification of personnel, time production or any other company record.
3. Participation in illegal gambling, card playing, lottery or game of chance on company time.
4. Deliberate abuse or destruction of company tools, property or equipment or the property of any employee at any time.
5. Possession of weapons.
6. Theft of company property or other employees' property.
7. Fighting.
8. Sleeping during working hours.

NOTICE OF SAFETY RULE VIOLATION

Initial Warning: You are hereby formally warned that you have violated the basic company safety rule described below. You are further advised that this warning will remain in effect for a period of exactly six months from the date of violation. A repeat of this violation or other violations of basic safety rules will subject you to a final warning and then discharge. Upon satisfactory completion of the warning period, this notice of violation will be removed from your record.

Final Warning: This is a final warning that you have violated the basic company safety rule described below. You are further advised that this warning will remain in effect for a period of exactly six months from the date of violation. A repeat of this violation or other violations of basic safety rules will subject you to immediate discharge. Upon satisfactory completion of the warning period, this notice of violation will be removed from your record.

Discharge: You are hereby notified that your employment with the company has been terminated for violation of the basic company safety rule described below.

NOTICE OF SAFETY RULE VIOLATION FORM

Employee Name: _____

Date of Violation: _____ Project: _____

Description of Violation:

Witnesses: _____

Issued By: _____ Position: _____

Copy Received (Employee Signature): _____

Date: _____

Distribution:

Employee: _____

Issuing Supervisor: _____

Project Manager: _____

Safety Director: _____

Additional Comments:

All written warnings will become part of an employee's personnel record. Each written warning will be removed at the end of six months from the date of the warning.

RECOGNITION FOR SUPERIOR SAFETY EFFORT

Employees who demonstrate superior safety attitudes, effort and thought will be rewarded. Any employee who completes on full year without a Safety Rule Violation and who communicates safety suggestions to the Safety Director will receive \$50.00.

PERSONAL PROTECTIVE EQUIPMENT

You will be issued certain personal protective equipment, either at the start of your employment or at some later date when the specific piece of personal protective equipment is needed for your work assignment.

This equipment is issued for your specific use and it is not to be shared. You are responsible for the care and cleaning of the equipment as well as insuring that it does not become lost, stolen or damaged.

Head Protection: A hard hat must be worn at all times when required by the facility or job site. Hard hats shall be made of material which is non-conductor of electricity and the suspension system shall be intact and undamaged. A hard hat will be issued to you at the start of your employment and will be replaced by the company as they become worn.

Hearing Protection: OSHA approved foam ear inserts must be worn when it is not possible to reduce noise levels below 90 decibels. Shot blasting, water blasting and grinding require the operator and nearby employees to wear such protection. Ear protection inserts shall be made available by the company at each project.

Eye Protection: safety glasses with side shields or goggles must be worn at all times on the job regardless of the specific activity.

Respiratory protection: For the protection of employees working in atmospheres contaminated with dust, fumes, or other hazardous vapors, proper respiratory protection must be worn. It is the responsibility of the Field Safety Supervisor to ensure that all employees are utilizing the appropriate respiratory protection. Activities requiring respiration protection include, but are not limited to:

Grinding: Nuisance mask or chemical cartridge respirator.

Application of solvent-based coatings: Chemical cartridge respirator.

Sweeping/cleaning: nuisance mask.

Chemical cartridge respirators are to be washed with a mild detergent and rinsed in clean water to remove accumulated dirt and dust. Chemical cartridges shall be replaced routinely.

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Clothing and Footwear: Uniform shirts/sweatshirts provided by the company shall be worn with long-legged pants. Heavy gloves are required when grinding and loading/unloading equipment. They shall be provided by the company and will be maintained by the employee. Leather work boots are recommended and steel-toed shoes shall be worn in facilities requiring such items. Solvent resistant disposable vinyl gloves are required when applying coatings or cleaning tools with solvent. These gloves are provided by the company.

SHOT BLASTING SAFETY

Shot Blasting (a.k.a. vacuum blasting or blastracking) shall be performed by qualified workers that have been trained by the Field Safety Supervisor. Electrical connections to facility-supplied power source shall be done by the facility's electrician and the Field Safety Supervisor. Blast wheel must be disengaged when refilling the hopper with steel shot. Steel shot shall be cleaned off of the floor routinely to avoid any slip hazards. All motors must be shut down and electrical connections shut off before attempting any repairs.

Personal Protective Equipment Required: Safety glasses with side shields or goggles and appropriate clothing as stated above.

WATER BLASTING SAFETY

Water blasting shall be performed by qualified workers that have been trained by the Field Safety Supervisor. Equipment shall be inspected daily for leaks, cracks in hoses, damaged valves and gauges. Make sure of your footing before pulling the trigger, the back pressure from the nozzle can cause you to lose your balance. Look for electrical hazards before starting work. Shut down the engine before attempting any repairs. Always be sure there is adequate lighting—overspray reduces illumination.

Personal Protective Equipment Required: Hard hats with a clear face shield attached, safety glasses beneath the face shield, rubber boots over work shoes, rubber gloves and rain suit.

GRINDING SAFETY

Grinding shall be performed by qualified workers that have been trained by the Field Safety Supervisor. Equipment shall be inspected daily for cord damage, oil leakage and abrasive wheel wear. Vacuum Shrouds shall be employed at all times unless

space prohibits. Clean/replace vacuum filters daily. Disconnect cord from outlet before replacing abrasive wheel or making repairs.

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Personal Protective Equipment Required: Safety glasses with side shield or goggle, heavy gloves, knee pads, appropriate clothing and nuisance mask or chemical cartridge mask.

COATING/FLOOR SYSTEM APPLICATION SAFETY

Review application instructions and MSDS sheets of all new products. Products shall be stored away from open flames and sheltered from the elements. Fire extinguisher shall be in mixing/work area at all times. Mixing area shall be set up in an easily accessible area with adequate lighting. Protect floor, nearby walls and equipment with plastic and cardboard. Cardboard must be used on top layer to prevent slipping. Good housekeeping will be enforced in the mixing area.

Spiked shoes must be inspected/cleaned prior to coating application. Discard unsafe spiked shoes. Take extra care when moving around on these shoes.

Applying coating as instructed and as neatly as possible. Wash thoroughly before eating, drinking or smoking. Do not eat, drink or smoke in the work area where vapors or dust is present in the atmosphere.

Change out of work clothes. Do not bring your work clothes home except to be cleaned.

Personal Protective Equipment Required: Safety glasses with side shields or goggles, vinyl gloves, knee pads (if necessary), spiked shoes, appropriate clothing and chemical cartridge respirator (when required).

MATERIAL HANDLING/LIFTING SAFETY

Lifting heavy objects is a common source of injuries which can be avoided if a small amount of planning is used.

- 1) Make sure you have good footing.
- 2) Understand the principle of lifting with your legs and not your back.
- 3) Make sure the weight of the object is within your capability.
- 4) Ask for help on bulky, unstable objects.
- 5) Check over what you are lifting for sharp edges, splinters and other hazards.
- 6) Make sure your path is clear, level and smooth.
- 7) Face the object you are lifting. Do not twist or reach to the side.
- 8) Get a firm grip on the object, and then bend your knees and lift.

9) Maneuver the load with your feet, not your back.

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10) When two or more people are working together on moving an object, one person must be in charge. He must give clear signals.

11) Plan the move carefully and thoroughly.

HAZARD COMMUNICATION

The Federal Hazard Communication Standard (29CFR 1910. 1200) was developed because the government determined that the worker has “the right to know” the hazards of the work place. As part of your Hazard Communication training, you will be told:

- 1) What hazardous chemicals you will encounter in the work place and what risks they may pose to your health.
- 2) The location of the Material Safety Data Sheets (MSDS) and what information they contain pertaining to the safe handling of chemicals.
- 3) What labeling systems are used and other forms of warning in the workplace.
- 4) What hazards are associated with non routine tasks that you may be asked to perform.
- 5) What personal protective equipment is to be used and which work practices are needed to prevent exposure to chemicals.

The Safety Officer and/or the Field Safety Supervisor shall provide this education to employees.

Safety Meetings shall be held monthly and be scheduled and directed by Safety Officer. All employees must attend. The meeting will be an opportunity to provide safety procedures for new equipment/products, review existing policies and receive feedback from individual employees on how to improve worker safety.

ACCIDENT REPORTING AND INVESTIGATION

Accidents must be reported to the Field Safety Supervisor as soon as they occur. The field Safety Supervisor or Safety Officer shall complete an Accident Report which will be kept on file with Safety Officer.

The Safety Officer will conduct an investigation into the accident to determine the cause and take steps (such as procedural change or safety violation discipline) to prevent it from happening again.

ACCIDENT REPORT

Employee Name: _____

Date of Accident: _____ Project: _____

Description of Accident: _____

Witnesses: _____

First Aid/Action Taken: _____

Field Safety Supervisor: _____

Safety Officer: _____

RECORD KEEPING

All Records shall be maintained by the Safety Officer. These records include, but are not limited to:

- 1) Notice of Safety Rule Violation Forms
- 2) Accident Reports
- 3) Record of Employee Safety Manual recipients
- 4) Notes of Monthly safety Meetings

ACKNOWLEDGEMENT OF SAFETY MANUAL REVIEW

I have thoroughly read the Employee Safety Manual and have reviewed the contents with either the Safety Officer or the Field Safety Supervisor. I understand the terms set forth herein including Safety Rules and Enforcement, specific Equipment Safety, Hazard Communication and Accident Reporting. Because worker safety is an ongoing learning process, this Manual is meant as a basic policy framework upon which we will build a safe and productive workplace.

Employee Signature: _____ Date: _____

