



# SAFETY MANUAL

TRUE LINE CONSTRUCTION LAYOUT, LLC

2017

## Commitment to Safety

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TLCL recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by TLCL employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

TLCL is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and TLCL.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, TLCL will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, TLCL subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds TLCL in higher regard with customers and increases productivity. This is why we will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of TLCL is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of TLCL. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, and also work environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries. Everyone at TLCL must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

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## EMPLOYEE SAFETY RESPONSIBILITIES

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The primary responsibility of the employees of TLCL is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey TLCL rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

### GENERAL SAFETY RULES

#### **CONDUCT**

Horseplay, ‘practical jokes,’ etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

#### **DRUGS AND ALCOHOL**

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

#### **INJURY REPORTING**

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers’ Compensation benefits. After each medical appointment resulting from a workrelated injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

TLCL provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor’s care while she/he remains productive. Employees are required to return to work immediately upon release.

## SAFETY ORIENTATION TRAINING

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The Company is committed to providing safety and health related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

### **Periodic Inspections**

It is the policy of our Company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

## Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Telco Construction, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences TLCL approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## Incident Reporting

There are responsibilities for both the injured employee and the immediate supervisor in the event of a work related accident or injury. The procedures for “First Report of Injury” must be followed including notifying the Assistant Division Chief and/or Division Chief.

- **Injured Worker Responsibilities**

- Give prompt notice to Party Chief or Team Leader of any injury or incident.
- Complete a first report of injury form, when necessary.
- Provide accurate and complete information on the circumstances and nature of your injury.
- Cooperate in medical evaluations scheduled by SHA and/or the insurance company.
- Provide complete medical documentation as required.

· Accept any temporary modified assignment that may be provided to meet temporary medical restrictions.

- **Party Chief or Team Leader**

- Provide access to medical care.
- Notify the Assistant Division Chief and/or the Division Chief as soon as possible and not later than the end of the work day.
- Review and/or complete First Report of Injury Form and submit to the Assistant Division Chief.
- Compile accurate and detailed information to complete reports.
- Ensure that reports are completed promptly and submitted. If necessary, an incomplete First Report of Injury Form maybe submitted until a revised form can be submitted.
- Investigate and obtain witness statements as necessary.
- Assist employee with questions or problems.
- Contact Injured Worker’s Insurance Fund (IWIF) and the Assistant Division Chief within 24 hours of the incident.

# EMERGENCY ACTION PLAN

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## General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance 911
  - Operator —0
- Know where the exits are located
- In the event of any emergency, do not take elevators; use the stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not —“get in trouble.”
- First aid supplies and emergency equipment are located on each jobsite for use by those who are authorized and properly trained

## MEDICAL EMERGENCY

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency

# TRAFFIC

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## A. General

Employee travel throughout the State of Texas must be maintained with emphasis on safety, mobility and convenience. Every employee that performs duties on roadways and project sites must make a commitment to play an important role in the success of the work effort and products.

## B. Traffic Control & Public Safety

1. Traffic safety should be planned in advance to ensure that operations are as safe as practical for the situation.

- Keep safety of workers in mind.
- Keep safety of road users in mind.

2. Work efforts should limit interference with traffic as much as possible. Survey operations should strive to:

- Avoid abrupt changes of traffic pattern.
- Provide protection for workers, the work vehicle and the traveling public.
- Perform work in a safe manner and complete work as quickly as possible.
- Accommodate pedestrians and cyclists.

3. Use appropriate traffic control devices to provide clear and positive guidance to roadway users through the work zone including but not limited to:

- Advance warning area.
- Transition area.
- Work activity area.

4. Factors to consider when implementing temporary traffic controls are:

- Prevailing traffic speed.
- Peak traffic hours for work on roadways vary (work is typically limited on high volume roadways to the hours between 9 a.m. to 3 p.m.).
- Motorists' sight distances. · Effect of unusual survey activities.
- Pavement conditions – wet, icy, etc. · Special conditions and events, such as school hours, large public gatherings, etc.
- Special conditions and events, such as school hours, large public gatherings, etc.
- Holidays (survey operations on high traffic volume roadways are restricted from the day before, through the day after, a major holiday).

Along with Traffic Control procedures covered in Sect. II of these guidelines, there are basic responsibilities and precautions to be taken by each member of the survey crew:

- Always be alert.
- Never work in areas without appropriate traffic control procedures in place.
- Wear appropriate safety clothing (vests, hard hats, hard soled shoes, etc.).
- Never take unnecessary risks.
- Never work if under the influence of drugs or alcohol.
- Beware of becoming complacent with traffic conditions.

### C. Traffic Control Devices

Traffic control devices help ensure highway safety by providing for the orderly and predictable movement of traffic. Traffic control devices also alert road users and provide the guidance and warning that may be necessary for users to get through the work zone safely.

To be effective, traffic control devices must meet these basic requirements:

- Fulfill a need to direct and/or warn road users of a work zone
- Command attention · Convey a clear and simple meaning
- Command respect of road users
- Allow adequate time for proper response by roadway users

Basic considerations are employed to insure that requirements are met, including but not limited to the following:

- Design
- Placement
- Operation/Application
- Maintenance
- Uniformity

#### 1. Signs and Cones

Procedures for control of traffic for mobile surveys are similar to maintenance and construction sites as outlined in the “Manual on Uniform Traffic Control Devices” (MUTCD) and the “Work Zone Traffic Control Manual” (WZTC).

- Specifications: All mobile survey signs positioned by Survey Crews are to be 48” x 48” in size with “SURVEY CREW AHEAD” or other appropriate message. All personnel must wear reflective vests in good condition when working along and/or within the Right-of-Way of any roadway

## Vehicles and Equipment

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- a. Each operator is responsible for the safe operation of their vehicle and must adhere to and obey:
  - All applicable “Traffic Laws and Regulations”
  - General Rules for “Drivers of State Owned Vehicles and Equipment.”
- b. The operator must have a valid Driver’s License required for the class of vehicle being driven.
- c. All individuals driving, riding in or operating a State vehicle must wear seat belts.
- d. All vehicles that are working or parked on the roadway should be of a color that is easily visible to the driving public and be equipped with rotating and/or flashing beacons.
- e. Conventional survey vans desirably should be minimum of one ton and be capable of carrying adequate signs and cones needed to control non-lane closure operations. If necessary, heavy duty springs should be added to handle the additional weight.
- f. GPS and other specialized surveys may require off-road type vehicles equipped with four wheel drive.
- g. As a daily routine, the Party Chief or Team Leader should ensure that the survey vehicle is in proper working condition including but not limited to:
  - Lights
  - Brakes including emergency/parking brake
  - Fuel and all fluids
  - Tires
- h. It is the responsibility of all crew members to routinely check tools and other gear and inform the Party Chief of their condition. This includes items such as: signs, cones, vests, hard hats, brush hooks, axes, tree trimmers, mauls, chain saws, frost pins, hip boots, etc.
- i. All survey trucks shall carry approved fire extinguishers and first aid kits, which shall be so placed in the vehicle as to be readily available.
- j. Gasoline carried in vehicles must be transported and stored in safety containers.
- k. Both the transmission and emergency/parking brake shall be used to retard vehicle movement when unattended.
- l. For security reasons all survey vans/trucks should have tinted windows and be equipped with burglar alarms.
- m. Use special caution when working with electronic and/or laser type equipment. If correctly operated and maintained, the lasers provided in the instruments are not hazardous to the eye. However, the manufacturer cautions against looking directly or indirectly into the beam.

# OSHA COMPLIANCE

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## Hazard Communication

1. All TLCL employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.

2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At TLCL the MSDS collection is present on each job, maintained by the site supervisor. A copy may also be requested at the main office. Employees are free to utilize the MSDS as needed.

3. General rules for handling chemicals in an office environment are:

- Read all label warnings and instructions.
- Follow instructions for quantity. More is not better.
- Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
- Always wash your hands after handling chemicals.
- If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
- Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.

2. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas: - FIRE (red background color) - will the material burn? - HEALTH (blue background) - is the material dangerous to my body? - REACTIVITY (yellow background) - is the material dangerously unstable? After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard: -0 Minimal -1 Slight -2 Moderate -3 Serious

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

a) Safety Glasses – must be worn at all times in designated areas in this facility.

b) Hard Hats – must be worn at all times in designated areas.

c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.

f) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

## FIRE PREVENTION & ELECTRICAL SAFETY

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### Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
3. Contractors performing hot work must contact the main office for approval.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

### Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed in office areas.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire extinguishers.

## SAFETY ON CONSTRUCTION SITE

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### LOADSHIFTING MACHINERY

1. Unless you are a worker concerned, do not work in an area where a loader, an excavator, etc. is in operation
2. Do not operate any loadshifting machinery without training and approval.
3. Operators of forklift trucks, bulldozers, loaders, excavators, trucks or lorries should possess appropriate certificates

### Scaffold

1. Do not use scaffolds unless they have been erected by trained workmen and under the supervision of a competent person.
2. Do not use a scaffold unless it has been inspected and certified safe by a competent person before use
3. Strictly follow the instructions of a competent person. Do not alter the scaffold unless authorized to do so. Do not work on an unfinished scaffold.
4. When it is necessary to work on a mobile scaffold, lock the wheels of the scaffold before you start working.
5. Do not work on a scaffold unless it has been provided with a suitable working platform.

### USE OF PERSONAL PROTECTIVE EQUIPMENT

1. Use the correct PPE for each job assignment. If you don't know or don't have necessary/proper equipment ask your supervisor for assistance.
2. PPE shall be maintained in good condition and cleaned regularly.
3. PPE shall be stored properly when not in use to protect it from damage.
4. Damaged or broken PPE must be returned to your foreman for replacement.
5. Hard hats must be worn on job sites at all times.
6. Appropriate eye protection shall be worn when indicated by the nature of the job, including those jobs for which eye protection may be recommended by an equipment and/or material manufacturer, material safety data sheet, etc.
7. Face shields with safety goggles are required when grinding or working with hazardous chemicals, along with all other appropriate PPE required for work with the specific hazardous chemical.
8. Employees must wear safety work shoes in the yard and on the job site. The shoes must have complete leather uppers and skid resistant soles and be in good condition. Steel toe or equivalent protection is required.
9. Athletic style shoes, tennis shoes, open toe shoes, sandals, plastic or vinyl shoes or shoes with decorative metal accessories are not to be worn on construction jobsites.

10. Hearing protection must be worn when working with loud equipment such as cut off saws, chain saws, air hammers or grinders.
11. Be sure the protective clothing you wear will not hamper or restrict freedom of movement due to improper fit.
12. Long pants of heavy-duty material must be worn. No shorts or sweat pants are allowed.
13. Do not wear loose, torn or frayed clothing, dangling ties, finger rings, dangling earrings, jewelry items, or long hair unless contained in a hair net, while operating any machine, which could cause entanglement.
14. If required, wear NIOSH-approved respirators when applying adhesives, paint, welding, grinding or working with chemicals. Read the MSDS to find out which type of respirator is required. Facial hair may not be permitted in certain circumstances. (The contractor and subcontractor supervisors shall manage their own programs.)

## **HAND AND POWER TOOLS**

1. Proper eye protection must be worn when using hand and power tools.
2. Know your hand and power tool applications and limitations. Always use the proper tool for the job.
3. Inspect cords and tools prior to use. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.
4. Power tools must be grounded or double insulated. All power tools are to be plugged into a grounded GFCI outlet.
5. Do not use power tools in damp, wet or explosive atmospheres.
6. Do not lift, lower or carry portable electrical tools by the power cord.
7. Keep all safety guards in place and in proper working order.
8. Keep tools in their proper storage place when not in use. Do not leave tools where they might present a tripping hazard, fall on somebody or be stolen. Do not carry sharp edged tools in your pockets.
9. Use clamps or vises to secure work pieces. Never use your hand as a work rest.
10. Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly.
11. Return all tools and other equipment to their proper place after use.
12. Unplug all power tools before changing bits and/or grinding disks.
13. Never leave chuck keys in the tool during operation.
14. Do not use a screwdriver as a chisel.
15. Before using sledges, axes or hammers make sure the handles are securely fastened with a wedge made of sound material.
16. Do not use a handle extension on any wrench.
17. Files should be equipped with handles and should not be used as a punch or pry.

## **TRAFFIC SAFETY IN CONSTRUCTION AREAS**

1. All employees exposed to traffic hazards (construction equipment included) are required to wear a high visibility safety vest or other appropriate high visibility reflectorized garments meeting ANSI requirements (shirts, vests, jackets) at all times.
2. When possible, construction vehicles are to be placed between the employees and traffic to prevent vehicles from entering the work area and hitting members of the crew.
3. All traffic controls will be established in accordance with the New Jersey Department of Transportation (NJDOT) requirements and the USDOT Manual of Uniform Traffic Controls for Construction and Maintenance Work Zones.
4. Traffic controls are to be properly maintained throughout the workday. Signs and cones must be kept upright, visible and in their proper position at all times.
5. Road closure procedures are specifically defined for PVSC. Contact the Department of Security and Safety for assistance or additional information.

## **SAFETY SUPERVISORS**

- Their responsibility is to assist others to work smoothly and safely.
- They have received specific safety training and are important members of the construction team.
- They have legal responsibility or liability for the overall safety of the construction site.
- You should get to know your safety supervisor.

## EMPLOYEE ACKNOWLEDGMENT FORM

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TLCL , LLC is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, and TLCL. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty. A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and TLCL policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, TLCL will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, TLCL subscribes to these principles: 1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs. 2. Safety and Health controls are a major part of our work every day. 3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds True Line Construction Layout in higher regard with customers, and increases productivity. This is why TLCL will comply with all safety and health regulations which apply to the course and scope of operations. 4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of TLCL is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy. 5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned. 6. Management and supervisors of TLCL will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved. 7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries. Everyone at TLCL must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace. By signing this document, I confirm the receipt of True Line Constuction Layout, LLC employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

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**Employee Signature**

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**Date**