

CCC Inc.

Commercial Contractors Company
Of Melrose, Inc.

Employee Handbook

Section 1: Employee Safety

Section 2: Company Policies

CCC Inc. of Melrose
631 S. Central Ave.
PO Box 125
Melrose, MN 56352

2016 Revision

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the CCC, Inc. Employee Policy Handbook and the CCC, Inc. Employee Safety Handbook. I understand that it is my continuing responsibility to read and know their contents. I also understand and agree that the Employee Policy Handbook is not an employment contract for any specific period of employment or for continuing or long- term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with CCC, Inc. that provides otherwise, I have the right to resign from my employment with CCC, Inc. at any time with or without notice and with or without cause, and that CCC, Inc. has the right to terminate my employment at any time with or without notice and with or without cause. I have read, understand and agree to all of the above. I have also read and understand the CCC, Inc. Employee Policy Handbook and the CCC, Inc. Safety Handbook, and understand that not following CCC, Inc.'s policies will result in disciplinary action or employment termination.

Signature _____
Print Name _____
Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about CCC, Inc., or its customers, as a result of working for CCC, Inc. that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by CCC, Inc. or to other persons employed by CCC, Inc. who do not need to know such information to perform their job duties. The disclosure, distribution, electronic transmission or copying of CCC, Inc.'s and customers confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible termination of employment), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Signature: _____
Print Name: _____
Date: _____

Please sign and return to the Office Manager
Commercial Contractors of Melrose, Inc. Employee policy Handbook

Employee Safety Handbook

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Safety Policy Statement

It is the policy of CCC Inc. that injury and illness prevention shall be considered of primary importance in all phases of operations and administration.

It is the intention of the company's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an injury and illness, everyone loses; you, your family, your fellow workers, and the company. Please work safely. It's good for everyone.

President/Owner

Date

OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

It is the policy of CCC Inc. to be in voluntary compliance with the Occupational Safety and Health Act of 1970. We subscribe to the intent and purposes of the Act and endeavor to comply with the rules and regulations adopted by OSHA.

Section 5 of the Occupational Safety and Health Act outlines the duties and responsibilities of the employer and employee. We expect each employee to comply with Sections 5(b) of the Act, Which it states,

“...each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his/her own actions and conduct.”

A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM (AWAIR)

The Minnesota Legislature passed A Workplace Accident and Injury Reduction (AWAIR) Act in 1990. The Act requires employers in high hazard and injury producing industries to implement a comprehensive workplace safety and health program. Although the AWAIR Program is mandatory in the state of Minnesota, CCC Inc. will follow the practices outlined in all states where a branch is located.

The written workplace safety and health program must explain:

1. How managers, supervisors, and employees are responsible for implementing the program and how the continued participation of management will be established, measured and maintained.
2. The methods used to identify, analyze, and control new or existing hazards, conditions, and operations.
3. How the plan will be communicated to all affected employees so that they are informed of work related hazards and controls.
4. How workplace accidents will be investigated and corrective action implanted.
5. How safe work practices and rules will be enforced.

Safety Program Objectives

The objective of the AWAIR program is to reduce the frequency and severity of workers compensation accidents, to comply with State and Federal OSHA regulations, and to provide a safe and healthful workplace. These objectives can be achieved by recognizing and managing our workplace hazards and by increasing the safety awareness of all our employees.

1. To assure the success of the Company's AWAIR program and to promote a safe and health environment – managers, supervisors, and employees must accept responsibility for implementing the AWAIR Program.

Responsibilities

President's Responsibilities

- Read and review the OSHA Safety Standards and become knowledgeable of federal, state and local standards.
- Responsible to see that a study is made of the work area(s) to determine the exposure to accidents, which may develop. Particular attention will be given to the protection of the public and to fire prevention facilities.
- Be safety oriented when walking through work areas. Report to the RSO all unsafe acts and conditions either of your company's or sub or trade contractor's personnel.
- Review all accident reports.

Supervisor's Responsibilities

- The Supervisor is responsible for the implementation of the company safety and health program.
- Make available all necessary personal protective equipment, job safety materials, and First Aid equipment.
- Instruct the employees that safe practices are to be followed and safe conditions maintained throughout the job.
- Inform the Lead person that they are not to require nor permit their workers to take chances -rather that they instruct the workers in proper and safe procedures.
- Require all contractors and their prime subcontractors to adhere to all safety regulations. The Supervisor will report any unsafe conditions on contractor portions of the work to the RSO.
- Review all accidents with employee and see that corrective action is taken immediately.
- Be familiar with the laws pertaining to safety and their basic requirements.
- Investigate all accidents. File a complete accident report with the RSO and correct the causes immediately. Use OSHA Form 301 or its equivalent.
- Be familiar with the laws pertaining to safety and their basic requirements.

Employee Responsibilities

- Work according to good safety practices as posted, instructed and discussed.
- Refrain from any unsafe act that might endanger himself/herself or his/her fellow workers.
- Use all safety devices provided for his/her protection.
- Immediately report any unsafe situation or acts to his/her supervisor or safety personnel.
- In the event of an injury, report to the designated area for First Aid treatment. In all cases, the employee and Supervisor will report and/or record all accidents.

- Maintain a clean and safe work area.
- Be a safe worker, off the job, as well as on.

Safety Committee Responsibilities

In general, the committee will serve in an advisory capacity to the RSO on determining a general plan of action for the company's safety policy as set by management. More specifically, the members of the committee will familiarize themselves with safety standards and assist in formulating plans for the application of the standards in all work areas.

Management's continued participation in the AWAIR program can be demonstrated by the following activities:

- A. Implementing the AWAIR program and other safety policies.
 - B. Evaluating the safety program on an annual basis by conducting an audit of safety activities in the areas of: training, safety committee activities, accident investigations, and hazard notification. The program will be evaluated annually to see if program direction must be changed.
 - C. Top management will demonstrate commitment to safety by: Listening to safety concerns of employees and correcting safety hazards in a timely manner, evaluating work areas to identify high hazard jobs, conducting hazard analysis on these high hazard jobs, conducting hazard analysis on these high hazard jobs, participation in safety activities, providing safety training.
2. Identification, analysis, and control of workplace hazards and potential hazards are critical to success of the safety program.
 - A. Workplace hazards will be identified through a review of accident records, first reports of injury, OSHA 200 log, safety inspections, and employee suggestions.
 - B. In addition, hazards will be controlled by correcting hazards found through safety inspections and hazard notices, providing proper personal protective equipment, supervisor enforcement of safety policies and procedures, and training programs developed to address specific safety concerns.
 3. The AWAIR program will be communicated to all affected employees by a variety of techniques:
 - A. Written policies will be distributed and employees must sign-off after reading them.
 - B. Safety information will be communicated through one-to-one safety, safety meetings, posters, bulletin boards, and safety orientation.

- C. All Safety training meetings will be documented. The date of meeting, subject discussed, and names of employees attending meeting will be documented on the Safety Meeting Sign Off Sheets.
 - 4. Accident Investigation is an important part of the safety program. The purpose of the accident investigation is prevention of similar accidents, not to fix blame for the accident. Supervisors and employees will participate in accident investigations. The cause of accidents must be determined, corrective action identified and implemented.
- A complete accident report must contain the following:
- 1. Employee Information: Name, address, telephone number, social security number, gender, occupation, and birth date.
 - 2. Worksite Information: Address of jobsite, number of workers present.
 - 3. Accident Data: Information on what employee was doing, how the accident occurred, objects (tools, Etc.) involved.
 - 4. Eyewitnesses: names of fellow workers who witnessed the accident
 - 5. Corrective Action: Steps taken to prevent reoccurrence of this or similar incidents.
 - 6. Analysis: Primary, secondary, and contributory causes of the accident.
- 5. The enforcement of the AWAIR program is critical if an effective program is to be achieved. Safety violations will be handled by a progressive disciplinary procedure.

Disciplinary Procedures

Field supervisors have enforcement responsibility for safety violations. They are on site and are in a position to take immediate corrective action. The Responsible Safety Officer (RSO) is ultimately responsible for checking to see that the enforcement procedures are being followed in the field. All warnings, suspensions, and dismissals will be documented in writing.

Based on the nature and seriousness of safety in the work place, and breach of conduct or failure to perform at an acceptable level, the following types of corrective action may be expected.

- 1. A verbal warning will be given in case of minor offense; which will be recorded in and filed in your employee file.
- 2. A written warning will be given for relatively serious or for repeated offenses. Copies of the written warning will be filed in your employee file.

3. You may be suspended from work, without pay, for a period of time which may vary according to the seriousness of the offense and a written notice will be filed in your personnel file.
4. You will be dismissed if you flagrantly violate company rules. Dismissal may also be applied if you persist in continued or repeated violations of CCC Inc. rules.

OVERVIEW OF PERSONAL SAFETY

Safety policies set out by CCC Inc. are for the protection of the employees and are in accordance with OSHA regulations. CCC Inc. is responsible to see that safety regulations are enforced and violation of these regulations can result in dismissal of the employee, unless justified reason is given.

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to managers or supervisors.
2. Managers and supervisors shall insist on employee's observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent injury and illness prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition
5. Running, jumping, horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the manager or supervisor.
8. Employees shall not enter underground vaults, chambers, tanks, manholes, silos, or other similar confined places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor or manager. Respect electricity under all circumstances. Never use electrical equipment in areas of excessive moisture unless all safeguards have been taken. Electric power tools are grounded thru approved cords, including extension, for your safety. Never remove or alter polarized cords or plugs.
10. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used. Learn and practice the proper way to lift or carry material or any

- object. Do not operate any type of powered material handling or hoisting equipment unless authorized. Get help in handling heavy or bulky loads.
11. Stay clear of heavy earthmoving equipment. Remain aware of warning devices such as bells, horns or whistles. Hard hats are mandatory; always wear one on any construction job. Use other protective gear as recommended when exposed to unusual hazards. Never attempt an operation with which you are not familiar, ask first for specific instructions. Wear suitable work clothes at all times, heavy soled shoes protect against puncture injury.
 12. Basic first aid is of value in the event of injury. Know how, it may save a fellow workman from death. Never attempt to move a person who may possibly suffer from an injured spine or other internal injury unless proper methods are completely understood. All injuries shall be reported promptly to the supervisor or manager so that arrangements can be made for medical or first aid treatment.
 13. Accident Prevention: All persons must abide by Construction Safety Orders; General Industry Safety Orders and Company rules. Posters and other safety material are displayed for the benefit of employees, read and abide by these suggestions. Give every possible aid in the event of injury.
 14. Accident Reporting: Report all personal injuries to a superior immediately. Obtain authorization for any medical attention off the job. Medical release is necessary before returning to work.
 15. Job Site: Keep work areas free of debris, good housekeeping is essential. Remove or correct any hazards. Never work or pass under suspended loads or equipment.
 16. Work Habits: Assist other trades when necessary to maintain safe operations. Never place yourself, or allow others to work in a dangerous position. Use the right tool or equipment for all work. Use of any alcoholic beverage is strictly prohibited on the job. Don't be party to horseplay, pranks can be fatal. Construction sites offer unusual hazards, walk and work with all due respect for them.
 17. Hand Tools: Always Use the proper tool and maintain them in good condition at all times. Loose or broken handles, mushroom heads, dull blades, improper size or type of tool should never be used.
 18. Power Tools: Power activated tools must only be used by licensed personnel. Know the proper method of using a skill saw; never block back the retractable guard it is for your protection. Never use a tool with which you are not fully experienced.
 19. Protective Devices: Hand or guardrails, protective covers, toe-boards, ramps and safety devices installed on various tools are for your safety. Do not tamper with remove or damage these protective measures. Replace, correct or report any unsafe guard or device.
 20. Transportation: When transportation is necessary in other than a passenger vehicle, ride in the cab or sit, do not stand on the bed of the truck. Never ride with arms or legs over the sides, do not sit on the tailgate; it must be closed during transportation of passengers. Be careful of any tools, material or equipment within the truck body which may shift or slide causing injury.
 21. Flammables, Solvents: Never use gasoline or other highly volatile liquids for cleaning purposes. Oxygen and acetylene cylinders can be dangerous, secure against rolling or tipping. Do not expose tanks or containers that may contain explosive vapor or liquid to open flame or spark

MINNESOTA EMPLOYEE RIGHT TO KNOW PROGRAM

General Company Policy

This is to inform you that CCC Inc. is complying with the Minnesota OSHA Employee Right to know standard by compiling a hazardous chemicals list, by using material safety data sheets (MSDS) by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations at CCC Inc. where you may be exposed to hazardous substances or harmful physical agents under normal working conditions or during an emergency situation.

The RSO at CCC Inc. has overall responsibility for the program. The program will be reviewed and updated as necessary. Copy of the written program may be obtained by contacting, or coming to, CCC Inc.'s office.

Under this program, you will be informed of the contents of the Employee Right To Know Standard, the Hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals. You will also be informed of the hazards associated with non-routine tasks.

List of Hazardous Chemicals

CCC Inc. keeps a list of all hazardous chemicals used in related work practices within the job sites, and update the list as necessary. The list of chemicals identifies all of the chemicals used in the work place along with the corresponding MSDS for each chemical. A master list of these chemicals will be maintained and is available within CCC's Office, CCC's Company Website, which can be accessed by all supervisors and employees at any time.

List of Harmful Physical Agents

A list of harmful physical agents when present at the jobsite and where workers may be exposed to the agent through equipment use, product handling, or other ways will be made. Heat, noise, ionizing radiation and non-ionizing radiation sources must be identified for each job site. Each list identifies the corresponding physical agent fact sheet for each source.

Material Safety Data Sheets (MSDS)

MSDSs provide you with specific information on the chemicals you use. A binder will be maintained in the office with every substance on the list of hazardous chemicals and the MSDS for hazardous materials in the area. MSDS will be made readily available to you. The RSO is responsible for acquiring and updating MSDSs. He will contact the chemical manufacturer or vendor if additional research is necessary or if the MSDS has not been supplied with an initial shipment. Please notify office of all new product procurements for CCC Inc.

Labels and Other Forms of Writing

All hazardous chemicals at the jobsite are to be properly labeled and updated as necessary. Labels should list at least the chemical identity, appropriate hazard warning and the name and address of the manufacturer, importer or other responsible party. MSDSs will be made available to you in assisting you in verifying label information.

If you transfer chemicals from a labeled container into a portable container that is intended only for your **immediate** use, no labels are required on the portable container.

Non-Routine Tasks

When you are required to perform hazardous non-routine tasks (i.e. entering confined spaces, etc.) a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed to and the proper precautions to take to reduce or avoid exposure.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Employee Right to know Standard and the safe use of those hazardous chemicals by the superintendent. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Foremen and other supervisors will be trained regarding hazards and appropriate protective measure so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

Training Plan

The training plan will emphasize these items:

- A. Summary of the standard and this written program.
- B. Chemical and physical properties of hazardous materials and that can be used to detect the presence or release of chemicals.
- C. Physical hazards of chemicals (i.e. potential for fires, explosions, etc.)
- D. Health hazards, including signs and symptoms of exposure, with exposure to chemicals and any medical conditions know to be aggravated by exposure to the chemical.
- E. Procedures to protect against hazards (i.e. personal protective equipment required, proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response.)
- F. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- G. Where MSDSs are located, how to read and interpret the information on both levels and MSDSs, and how employees may obtain additional hazardous information.
- H. Retraining is also required when the hazard changes or when a new hazard is introduced into the workplace.

Subcontractor Employees

To ensure that the employees of other contractors have access to information on the hazardous chemicals at a jobsite, it is the responsibility of the Safety Director and/or the job foreman to provide the other contractors the following information:

1. Where the MSDS sheets are located.

2. The name and location of hazardous chemicals to which employee may be exposed and any appropriate protective measure required to minimize their exposure.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the Employee Right to know standard, applicable MSDSs, and chemical information lists by writing or calling the office.

Personal Protective Equipment (PPE)

The purpose of this written Personal Protective Equipment (PPE) program is to set uniform policies and procedures concerning the use of PPE by CCC Inc. and its employees. Strict conformance with the company policy is required.

General Requirements

Protective equipment (including personal protective equipment for the eyes, face, head and extremities), protective clothing, respiratory devices, and protective shields and barriers shall be provided, used and maintained in a sanitary and reliable condition.

Employees should realize that PPE cannot provide protection against all hazards. Therefore, PPE should be used in conjunction with administrative and engineering controls that provide the safest workplace possible.

Employees who report to work without assigned PPE, or refuse to wear PPE, will be subject to reasonable and appropriate disciplinary action. Likewise, if assigned PPE cannot protect the employee against a specific hazard of a task, the employee shall inform their supervisor so that Proper PPE may be located and used.

CCC Inc. provided PPE includes, but not limited to:

Hard Hats	Safety Glasses
Ear Plugs	Fall Protection Equipment
Respirators	Safety Vests

Employees shall wear substantial hard soled boots or shoes. Thin or soft sole shoes, such as tennis shoes, are not permitted.

CCC Inc. will repair and/or replace PPE that is no longer usable due to normal wear and tear. If an employee forgets, loses or neglects his assigned PPE, the cost of replacing the PPE will be the responsibility of the employee.

In addition to the above protective equipment, employees shall wear clothes that are suitable for their job. Working without a shirt or in shorts is not permitted. Loose, torn or ragged clothing is not permitted, because it creates a special hazard when using power tools and equipment.

Training

CCC Inc. shall provide training to each employee who is required to use the above personal protective equipment. Each employee shall be trained to know the following:

1. When PPE is necessary
2. What type of PPE is necessary
3. How to properly put on, take off, adjust, and wear PPE
4. The limits of the PPE
5. Proper care, maintenance, useful life and disposal of PPE

DRUG & ALCOHOL FREE WORKPLACE

Purpose

CCC Inc. is dedicated to the protection of its employees from situations arising from substance abuse. To ensure that its workforce is productive, its facility is safe, and the success of its business is not hindered by substance abuse, CCC 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.

Administrative Duties

Our company's Substance Abuse Program Administrator, is responsible for developing and maintaining the written substance Abuse Program. This person is solely responsible for all facets of the program and has full authority to make necessary decisions to ensure the success of this program. The Substance Abuse Program Administrator is also qualified via appropriate training and experience that is commensurate with the complexity of the program to administer or oversee it and conduct the required evaluations of program effectiveness.

Company Policy

Because our company is concerned about

Workplace safety,
Worker health,
Product quality,
Productivity,
Public liability, or

Regulatory compliance

It is committed to a drug- and alcohol-free workplace. Our company substance abuse policy statement is as follows:

The possession, sale, or use of illegal drugs is inconsistent with the company's objective of operating in a safe and efficient manner. Accordingly, no officer, employee, agent, contractor, or visitor shall use or have in his or her possession illegal drugs during working hours or on company property at any time. Additionally, no officer, employee, agent, or contractor shall report to work while under the influence of alcohol or illegal drugs.

The services of any employee who engages in such conduct will be subject to discipline up to and including discharge per vested authority. The only exception is the taking of prescribed drugs under the direction of a physician. The unlawful involvement with drugs or narcotics off company property will constitute grounds for severe disciplinary action, up to and including termination of employment.

CCC Inc. will give each employee a copy of our drug-free workplace policy statement. If you have a substance abuse problem, it is your responsibility to seek and complete treatment. If you think someone you know (like a co-worker or a family member) has a drug problem, you could tell the person that, based on what you've seen, you believe something is happening and it concerns you. Urge that person to get help. If nothing is done, that person could adversely affect the well being of not only himself/herself, but you, your family, and the company.

Drug and Alcohol Testing

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

- Testing of potential new hires for the presence of drugs will be required at the sole discretion of CCC Inc.'s management.
- Employees who exhibit through identification of abnormal job performance or behaviors which suggest that drug or alcohol abuse may be a factor, may be requested to test for the presence of alcohol or drug test.
- All employees will undergo unannounced drug testing based on a computerized random selection process.
- Will involve any employee in an accident or contributing to an accident as defined in this policy.
- All employees who receive some form of rehabilitation may be required to undergo a drug test.

If a test reveals a positive result, then the employee(s) will be subject to disciplinary action up to and including termination of employment.

See the Drug and Alcohol Testing section later in this written program for more details.

Company-Sponsored Activities

The Company prohibits the use of alcohol during company-sponsored activities.

Supervisor Training

Supervisors are the key to the success of our policy. As the people in direct contact with employees, supervisors can detect performance problems that may indicate substance abuse. Supervisors are responsible for:

- Observing and documenting unsatisfactory work performance or behavior;
- Talking to employees about work problems and what needs to be done about them (i.e., contacting the Employee Assistance Program or local resources); and
- Other responsibilities.

In order to carry out their responsibilities properly, supervisors must understand the substance abuse policy, be able to explain the policy to employees, and know when to take action.

Our supervisors are *not* responsible for diagnosing substance abuse problems and treating substance abuse problems.

Our supervisors are trained to observe employees' job performance noting the following items:

- Physical signs: Unusual clumsiness and frequent illness;
- Mood: Unusually lighthearted one day and depressed the next;
- Absenteeism: More than usual;
- Actions: Violent reactions when things go wrong or when upset;
- Accidents: Increased number of accidents; and
- Relationships: Easily irritated by others; would prefer being left alone rather than interacting with other employees.

-

Other training topics we cover with our supervisors include the following:

- Information on specific drugs,
- Methods of detecting drug and alcohol use,
- Insurance coverage for substance abuse treatment,
- Prevention and education strategies, and
- Background on drug testing issues and how the drug testing program relates to the EAP.

The company training program uses classroom instruction that uses lectures, discussions, videotapes, and/or conference formats.

The Human Resources Department is responsible for providing supervisor training.

The Human Resource Director and/or RSO is responsible for conducting the training.

Employee Education and Awareness

Our employees must understand and remain aware of our ongoing commitment to a drug-free workplace. All new and current employees must successfully complete CCC Inc.'s Employee Education and Awareness Program.

The Human Resource Department will identify when each employee will receive retraining. The Human Resources Department and/or RSO is responsible for conducting this training.

The company training program uses Classroom instruction including lecture, discussion, videotape, and/or conferences.

Through training, CCC Inc. ensures that employees are knowledgeable in the following:

- Dangers of drug abuse,
- Our drug-free workplace policy,
- The availability of any drug counseling programs,
- The possible penalties for drug abuse violations occurring in the workplace,
- Your company's EAP and its services,
- How drugs and alcohol actually affect the company and the employee including productivity,
- Product quality,
- Absenteeism,
- Health care costs and/or accident rates,
- Testing procedures,
- Health effects of alcohol and drugs,
- How drugs affect the community,
- Illegal drugs (what they look like, how they are used, their effects),
- The symptoms of overdose and withdrawal,
- How the use of alcohol and drugs can influence their children's behavior,
- How to help others avoid involvement in substance abuse, and
- How to recognize the signs of substance abuse.

Drug and Alcohol Testing

Our drug and alcohol testing program is also part of our Substance Abuse Program. We have set up a drug testing program for the following reasons:

- It is the right business decision for your company; or
- The work your employees do falls under rules that require drug testing.

Recordkeeping

Human Resource Department is responsible for maintaining all records and documentation related to employee training and testing.

Conviction Notification

CCC Inc. will ensure that the contracting agency is notified within 10 days after receiving notice that an employee has been convicted of violating any criminal drug statute.

Employee Sanction

CCC Inc. will ensure that any employee who is convicted of violating any criminal drug statute, will have sanctions imposed or will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

INDUSTRIAL TRUCKS - FORKLIFTS

- Only trained personnel allowed to operate industrial trucks.
- Substantial overhead protective equipment is provided on high lift rider equipment.
- The required lift truck operating rules posted and enforced.
- Directional lighting is provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting.
- Each industrial truck has a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated.
- The brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded.
- The industrial truck's parking brake will effectively prevent the vehicle from moving when unattended.
- Industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, are approved for such locations.
- Motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel.

Industrial trucks with internal combustion engine operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or

HEAVY EQUIPMENT OPERATION PROCEDURES

Purpose

The written Heavy Equipment Operation Procedures for Construction establish guidelines to be followed whenever any of our employees work with heavy equipment at CCC Inc. The rules are established to:

- Provide a safe working environment,
- Govern operator use of heavy equipment, and
- Ensure proper care and maintenance of heavy equipment.

These procedures establish uniform requirements designed to ensure that heavy equipment operation practices are communicated to and understood by the affected employees. These requirements are also designed to ensure that procedures are in place to protect the health and safety of all employees.

It is our intent to comply with OSHA requirements for construction activities. OSHA has regulations for heavy equipment operations.

Administrative Duties

Jeremy Kraemer, RSO is responsible for developing and maintaining the written Heavy Equipment Operation Procedures for Construction. These procedures are kept in the RSO's Office

Heavy Equipment at Our Worksite

The following types of heavy equipment fall under the requirements of this program. This list is not all-inclusive and other types of equipment might be utilized.

- Excavators
- Bulldozers
- Backhoes
- Trenchers
- Semi Truck & Trailer
- Fork Lift
- Mobile Cranes
- Dump Trucks
- Concrete Mixer Trucks

Some types of equipment have their own specific safety program (i.e. mobile cranes). Refer to the individual programs for additional requirements.

Heavy Equipment Training

It is the policy of CCC Inc. to permit only those employees qualified by training or experience to operate heavy equipment. The RSO will identify new employees in the employee orientation program who need heavy equipment training.

Our company trains our own employees in heavy equipment operation. The RSO and/or a qualified Supervisor have the job duty to train employees on heavy equipments operation.

Jeremy Kraemer, RSO is responsible for keeping heavy equipment training certification records.

Inspections

Heavy Equipment Competent Person

A competent person is someone who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Pre-shift

The company performs a pre-shift inspection to assure that parts, equipment, and accessories are in safe operating condition and free of apparent damage.

Cab Inspections

Our company performs equipment and vehicle cab inspections.

Periodic Inspections

We perform periodic equipment and vehicle inspections

Lockout Tagout: Control of Hazardous Energy

- Lockout is the preferred method of isolating machines or equipment from energy sources.
- Lockout Tagout will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury such as minor to serious shock, burns (chemical or thermal), cuts, or abrasions.
- All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.
- The authorized employees are required to perform the lockout in accordance with this procedure. Servicing is to be done only by trained, authorized employees.

- Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedures.
- All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use the machine or equipment.
- Contractors are required to utilize this company's procedure except when the contractor can demonstrate that their current lockout procedure affords the same level of safety as the Company's procedure.
- All equipment shall be locked out or tagged out to protect against accidental or inadvertent operations when such operations could cause injury to personnel.
- Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked or tagged out.
- In the event a piece of equipment is to be isolated for a period of time exceeding one normal shift and the isolating means is not capable of being locked out, a reasonable effort will be made to affix a device to the isolating means to make capable of being locked out.
- All authorized employee engaging in lockout tagout activities will follow the written procedure and the guidelines set forth in the Company's Lockout Tagout Program.

LOCKOUT TAGOUT (CONTROL OF HAZARDOUS ENERGY)

Purpose

The following procedure is provided for use in both lockout and tagout programs. This procedure may be used when there are limited number or types of machines or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized.

Lockout is the preferred method of isolating machines or equipment from energy sources. This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury such as minor to serious shock, burns (chemical or thermal), cuts, or abrasions.

Administrative Duties

Jeremy Kraemer has overall responsibility for coordinating safety and health programs in this company. He is the person having overall responsibility for the Lockout/Tagout Program. Jeremy Kraemer will review and update the program, as necessary. Copies of the written program may be obtained in the RSO's office.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. Servicing is to be done only by trained, authorized employees. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedures. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use the machine or equipment.

Contractors are required to utilize this company's procedure except when the contractor can demonstrate that their current lockout procedure affords the same level of safety as CCC Inc.' procedure.

Basic Rules for Using Lockout or Tagout System Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operations when such operations could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked or tagged out.

This standard does not apply to work on cord and plug connected to electrical equipment for which exposure to the hazards of unexpected energization or start up the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

In the event a piece of equipment is to be isolated for a period of time exceeding one normal shift and the isolating means is not capable of being locked out, a reasonable effort will be made to affix a device to the isolating means to make capable of being locked out.

Lockout-Tagout protects workers from these energy sources:

1. moving machinery (kinetic)
2. stored energy (potential)
3. electrical
4. chemical
5. thermal
6. hydraulic
7. gravitational
8. pneumatic

Definitions

Authorized (Qualified) Employees

The only ones certified to lock and tagout equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or

her level of training and who is under the direct supervision of a qualified person, is considered to be "qualified" for the performance of those duties.

Affected Employees

Those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

Other Employees

Identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

Machinery and Equipment

Lockout is the preferred method of isolating machines or equipment from energy sources. Tagout is to be performed instead of lockout only when there is no way to lockout a machine.

Routine Maintenance & Machine Adjustments

Lockout/tagout procedures are not required if equipment must be operating for proper adjustment. This rare exception may be used only by trained and authorized Employees when specific procedures have been developed to safely avoid hazards with proper training. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

Locks, Hasps and Tags

All Qualified Maintenance Personnel will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual issues a series of locks for complex lockout-tagout tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. Additional locks may be checked out from the Department or Maintenance Supervisor on a shift-by-shift basis. All locks and hasps shall be uniquely identifiable to a specific employee.

Preparation for Lock and Tag Out Procedures

A Lockout/Tagout survey has been conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment. Dual or redundant controls have been removed.

A Tagout Schedule has been developed for each piece of equipment and machinery. This schedule describes the energy sources, location of disconnects, type of disconnect, special hazards and special safety procedures. The schedule will be reviewed each time to ensure employees properly lock and tag out equipment and machinery. If a Tagout Schedule does not

exist for a particular piece of equipment, machinery and process, one must be developed prior to conducting a Lockout - Tagout. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

Sequence of Lockout System Procedure

1. Lockout locks cannot be used for any purpose other than lockout, and must meet the following provisions:
 - a. Standardized throughout the plant by color, shape or size.
 - b. Durable enough to withstand heat, cold, humidity or corrosiveness.
 - c. Strong enough so that it cannot be removed without heavy force or tools such as bolt cutters.
 - d. Identified by the name of the employee who installs and removes it.
2. The authorized employee (one who performs maintenance or servicing) shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. The authorized employee is to notify all affected employees that servicing or maintenance is required on a machine or equipment, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
4. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
5. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Lockout the energy isolating devices with a lock(s).
8. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s), or by testing to make certain the equipment will not operate.

CAUTION: RETURN OPERATING CONTROL(S) TO NEUTRAL OR "OFF" POSITION AFTER VERIFYING THE ISOLATION OF THE EQUIPMENT.

The machine or equipment is now locked out. Maintenance or servicing may be performed.

Sequence of Tagout System Procedure

The authorized employee shall use the tagout procedure ***ONLY WHEN THE MACHINE OR EQUIPMENT IS NOT CAPABLE OF BEING LOCKED OUT.***

1. The tagout device shall be standardized throughout the plant, and shall meet the following provisions:
 - a. Easy to read and understand, even if used in dirty, corrosive, or damp areas.
 - b. Can't be released with less than 50 pounds of pressure.
 - c. Can be attached by hand.
 - d. Is self-locking.
 - e. Shows the identity of the authorized employee.
 - f. Can't be reused.
2. The tagout device shall be attached at the same location that the lockout device would have been attached.
3. Authorized employees shall utilize additional means as necessary to provide the equivalent safety available from the use of a lockout device. Additional safety measures that reduce the likelihood of inadvertent energization may include:
 - a. The removal of an isolating circuit element;
 - b. Blocking of a controlling switch;
 - c. Opening of an extra disconnecting device; or
 - d. The removal of a valve handle.

Restoring Machines/Equipment to Normal Production Operations

When the servicing is completed and the equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the work area to ensure that all employees are a safe distance from the equipment.
2. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items (such as tools) have been removed, and that the machine or equipment components are operationally intact.
3. Reinstall any machine guards.
4. Verify that the controls are in neutral.
5. Remove the lockout and/or tagout devices and reenergize the machine or equipment.
6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal. When maintenance or service is done, only the same authorized employee who installed the lock may remove it. When the authorized employee is not available to remove the lock, a "Lockout Removal" form must be completed by the employee removing the lock (see attachment Procedure for Lockout & Tagout Removal).

Temporary Removal

Occasionally, lockout/tagout devices must be temporarily removed in order to test the equipment or machine. When this occurs the following steps should be taken.

1. Clear away any tools from the danger area.
2. Remove any employees from the danger area.
3. Remove the lockout/tagout device(s).
4. Carefully re-energize and proceed with testing.
5. De-energize and reapply lockout/tagout device(s) following the sequence of lockout/tagout procedures listed above.
6. Document the name and title of the individual(s) who performs and verifies this process.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his or her own personal lockout or tagout device on the energy isolating device(s).

When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the multiple locks to secure it. Each employee will then use his or her own lock to secure the box or cabinet. As a person no longer needs to maintain his or her lockout protection, that person will remove his or her lock from the box or cabinet.

If a single authorized employee is given the primary responsibility for a set number of employees working under the protection of a group lockout or tagout device then the following safety measures must be adhered to:

- Authorized employee must ascertain the exposure status of individual group members.
- Each employee shall attach a personal lockout/tagout device to the group's device while he is working. The device shall be removed when finished.

Stored Energy

Following the application of the lockout or tagout devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

Extended Lockout/Tagout

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. If the task is reassigned to the next shift, those Employees must lock and tag out before the previous shift may remove their lock and tag.

Procedure for Electrical Plug-Type Equipment

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" Tag and Plug Box & Lock on end of power cord.
3. An exception is granted to not lock & tag the plug if the cord & plug remain in the exclusive control of the Employee working on, adjusting or inspecting the equipment.
4. Test Equipment to assure power source has been removed by depressing the "Start" or "On" Switch.
5. Perform required operations.
6. Replace all guards removed.
7. Remove Lock & Plug Box and Tag.

Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

NOTE: Occasionally used equipment may be unplugged from power source when not in use.

Management's Removal of Lock and Tag Out

Only the Employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the Employee leave the facility before removing his/her lock and tag, the Maintenance Manager may remove the lock and tag. The Maintenance Manager must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal. This process must be properly documented.

Additional State Requirements

Some states include required procedures for equipment that needs to have power supplied to them for repair, adjust, test, or set up activities, including the following:

- A qualified operator must control the activities,
- The operator must be in clear view and clear communication with all participants,
- Participants must be beyond the reach of machine elements, and
- Locking out equipment if machines require the operator to leave the control station.

De-energizing machines at their power sources during adjustment or replacement of machine components.

Outside contractors must use the host employer's LOTO procedures.

Training

Authorized Employees Training

All Maintenance Employees, Department Supervisors and Janitorial employees will be trained to use the Lockout/Tagout Procedures. The training will be conducted by the Maintenance Supervisor or Safety Coordinator at time of initial hire. Retraining shall be held at least annually.

The training will consist of the following:

- Review of General Procedures
- Review of Specific Procedures for machinery, equipment and processes
- Location and use of Specific Procedures
- Procedures when questions arise

Affected Employee Training

- Only trained and authorized Employees will repair, replace or adjust machinery, equipment or processes.
- Affected Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits.
- Purpose and use of the lockout procedures.

Other Employee Training

Only trained and authorized Employees will repair, replace or adjust machinery or Equipment.

Other Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits

Documentation

Procedural steps for lockout/tagout for all machines shall be documented on the Lockout/Tagout Schedule form. A copy of this form will be given to the authorized employee and will be kept in the Safety Coordinator's office.

Documentation of employee training shall be kept on file in each employee's training file.

An inspection shall be performed, certified and documented annually, under the direction of the RSO, to assure compliance with the written program. This will be kept in the RSO's office. The purpose is to ensure that the written procedures and the requirements of the standard are being followed, and that employees understand their responsibilities under the procedures.

Affected Employees for Lockout/Tagout

Because people may be moved from one work area to another, it would not be appropriate or practical to generate a list of people identified with a particular area. Therefore, the person who initiates, or terminates, a lockout or tagout procedure will notify those persons in the affected area.

Periodic Inspection

A periodic inspection is done, looking at the energy control procedures performed to ensure that the procedure and requirements of the standard are being followed. This inspection is performed annually.

BLOODBORNE PATHOGENS

Purpose

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or other infectious body fluids. Other potentially infectious body fluids include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any bodily fluid visibly contaminated with blood.

Definitions

- "Blood" means human blood, human blood components, and products made from human blood.
- "Bloodborne Pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C Virus (HCV) and human immunodeficiency virus (HIV).
- "Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on a surface or in or on an item.
- "Contaminated Laundry" means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

- "Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal. Decontamination includes procedures regulated by applicable Health and Safety codes.
- "Engineering Controls" means controls (e.g., sharps disposal containers, needleless systems and sharps with engineered sharps injury protection) that isolate or remove the bloodborne pathogens hazard from the workplace.
- "Engineered Sharps Injury Protection" means either:
 - o A physical attribute built into a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, which effectively reduces the risk of an exposure incident by a mechanism such as barrier creation, blunting, encapsulation, withdrawal or other effective mechanisms; or
 - o A physical attribute built into any other type of needle device, or into a non-needle sharp, which effectively reduces the risk of an exposure incident.
- "Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- "Hand washing Facilities" means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.
- "HBV" means hepatitis B virus.
- "HCV" means hepatitis C virus.
- "HIV" means human immunodeficiency virus.
- "Licensed Healthcare Professional" is a person whose licensed scope of practice includes an activity which this section requires to be performed by a licensed healthcare professional.
- "Needle" or "Needle Device" means a needle of any type, including, but not limited to, solid and hollow-bore needles.
- "Needleless system" means a device that does not utilize needles for:
 - o The withdrawal of body fluids after initial venous or arterial access is established;
 - o The administration of medication or fluids; and
 - o Any other procedure involving the potential for an exposure incident.
- "NIOSH" means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

- "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- "One-Hand Technique" means procedure wherein the needle of a reusable syringe is capped in a sterile manner during use. The technique employed will require the use of only the hand holding the syringe so that the free hand is not exposed to the uncapped needle.
- "OPIM" means other potentially infectious materials.
- "Other Potentially Infectious Materials" means:
 - The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response;
 - Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
 - Any of the following, if known or reasonably likely to contain or be infected with HIV, HBV, or HCV:
 - Cell, tissue, or organ cultures from humans or experimental animals;
 - Blood, organs, or other tissues from experimental animals; or
 - Culture medium or other solutions.
- "Parenteral contact" means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
- "Personal Protective Equipment" is specialized clothing or equipment worn or used by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
- "Regulated Waste" means any of the following:
 - Liquid or semi-liquid blood or OPIM;
 - Contaminated items that:
 - Contain liquid or semi-liquid blood, or are caked with dried blood or OPIM; and
 - Are capable of releasing these materials when handled or compressed.
 - Contaminated sharps.
 - Pathological and microbiological wastes containing blood or OPIM.
 - Regulated Waste includes "medical waste" regulated by applicable Health and Safety codes.

- "Sharp" means any object used or encountered in the industries covered by subsection (a) that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in an exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of dental wires and dental knives, drills and burs.
- "Sharps Injury" means any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks.
- "Sharps Injury Log" means a written or electronic record satisfying the requirements of the OSHA regulation.
- "Source Individual" means any individual, living or dead, whose blood or OPIM may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinical patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
- "Universal Precautions" is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV or HCV, and other bloodborne pathogens.
- "Work Practice Controls" means controls that reduce the likelihood of exposure by defining the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique and use of patient-handling techniques).

Exposure Control Plan

CCC Inc. has established an effective Exposure Control Plan which is designed to eliminate or minimize employee exposure. This Exposure Control Plan is in writing and contains at least the following elements:

- The exposure determination.
- The schedule and method of implementation for each of the applicable subsections:
 - o Methods of Compliance,
 - o HIV, HBV and HCV Research Laboratories and Production Facilities,
- Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up,
- Communication of Hazards to Employees, and
- Recordkeeping, of this standard;
- An effective procedure for gathering the information required by the Sharps Injury Log.
- An effective procedure for periodic determination of the frequency of use of the types and brands of sharps involved in the exposure incidents documented on the Sharps Injury Log;

- NOTE: Frequency of use may be approximated by any reasonable and effective method.
- An effective procedure for identifying currently available engineering controls, and selecting such controls, where appropriate, for the procedures performed by employees in their respective work areas or departments;
- An effective procedure for documenting patient safety determinations; and
- An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments.

Employees may request a copy or see the original Exposure Control Plan by asking their Supervisor or Responsible Safety Officer. The Exposure Control Plan is reviewed and updated at least annually and whenever necessary as follows:

- To reflect new or modified tasks and procedures which affect occupational exposure;
- If sharps are used, to reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection.
- To include new or revised employee positions with occupational exposure;
- To review and evaluate the exposure incidents which occurred since the previous update; and
- To review and respond to information indicating that the Exposure Control Plan is deficient in any area.

The Exposure Control Plan will be made available to the Chief or NIOSH or their respective designee upon request for examination and copying.

Sharps Injury Log

CCC Inc. has established and maintains a Sharps Injury Log, which is a record of each exposure incident involving a sharp. Each exposure incident will be recorded on the log within 14 working days of the date the incident is reported to the Company. The information recorded will include the following information, if known or reasonably available:

- Date and time of the exposure incident;
- Type and brand of sharp involved in the exposure incident;
- Job classification of the exposed employee;
- Department or work area where the exposure incident occurred;
- The procedure that the exposed employee was performing at the time of the incident;
- How the incident occurred;
- The body part involved in the exposure incident;
- If the sharp had engineered sharps injury protection, whether the protective mechanism was activated, and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism or after activation of the mechanism, if applicable;
- If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury; and

- The employee's opinion about whether any other engineering, administrative or work practice control could have prevented the injury.

Exposure Determination

CCC Inc. will conduct an exposure determination for each employee(s) with occupational exposure. This exposure determination will contain the following:

- A list of all job classifications in which all employees in those job classifications have occupational exposure;
- A list of job classifications in which some employees have occupational exposure; and
- A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications.

The following job classifications have been determined to have the possibility of an occupational exposure to bloodborne pathogens:

- Category I
 - o First Aid Personnel
- Category II
 - o Supervisors
 - o Maintenance Personnel
 - o Custodial

Methods of Compliance

- Universal precautions will be observed to prevent contact with blood or OPIM. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious materials.
- Engineering and work practice controls will be used to eliminate or minimize employee exposure.
- Engineering controls will be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- Work practice controls will be evaluated and updated on a regular schedule to ensure their effectiveness.
- All procedures involving blood or OPIM will be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Needleless systems will be used for:
 - o Withdrawal of body fluids after initial venous or arterial access is established;
 - o Administration of medications or fluids; and
 - o Any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices.
- Needle Devices. If needleless systems are not used, needles with engineered sharps injury protection will be used for:

- Withdrawal of body fluids;
- Accessing a vein or artery;
- Administration of medications or fluids; and
- Any other procedure involving the potential for an exposure incident for which a needle device with engineered sharps injury protection is available.
- Non-Needle Sharps. If sharps other than needle devices are used, these items will include engineered sharps injury protection.

Needleless Systems, Needle Devices and Needle Devices will not be used under the following

- conditions:
 - Market Availability. The engineering control is not required if it is not available in the marketplace.
 - Patient Safety. The engineering control is not required if a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that use of the engineering control will jeopardize the patient's safety or the success of a medical, dental or nursing procedure involving the patient. The determination will be documented according to OSHA regulations.
 - Safety Performance. The engineering control is not required if the Company can demonstrate by means of objective product evaluation criteria that the engineering control is not more effective in preventing exposure incidents than the alternative used by the Company.
 - Availability of Safety Performance Information. The engineering control is not required if the Company can demonstrate that reasonably specific and reliable information is not available on the safety performance of the engineering control for the Company's procedures, and that the Company is actively determining by means of objective product evaluation criteria whether use of the engineering control will reduce the risk of exposure incidents occurring in the Company's workplace.

Prohibited Practices

- Shearing or breaking of contaminated needles and other contaminated sharps is prohibited.
- Contaminated sharps will not be bent, recapped, or removed from devices.
 - EXCEPTION: Contaminated sharps may be bent, recapped or removed from devices if the procedure is performed using a mechanical device or a one-handed technique, and the Company can demonstrate that no alternative is feasible or that such action is required by a specific medical or dental procedure.
- Sharps that are contaminated with blood or OPIM will not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- Disposable sharps will not be reused.
- Broken glassware which may be contaminated will not be picked up directly with the hands. It will be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

- The contents of sharps containers will not be accessed unless properly reprocessed or decontaminated.
- Sharps containers will not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of sharps injury.
- Mouth pipetting/suctioning of blood or OPIM is prohibited.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Food and drink will not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or OPIM are present.

Requirements for Handling Contaminated Sharps

- All procedures involving the use of sharps in connection with patient care, such as withdrawing body fluids, accessing a vein or artery, or administering vaccines, medications or fluids, will be performed using effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury.
- Immediately or as soon as possible after use, contaminated sharps will be placed in containers meeting the requirements of OSHA regulations.
- At all time during the use of sharps, containers for contaminated sharps will be:
 - o Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries);
 - o Maintained upright throughout use, where feasible; and
 - o Replaced as necessary to avoid overfilling.

Sharps Containers for Contaminated Sharps

- All sharps containers for contaminated sharps will be:
 - o Rigid;
 - o Puncture resistant;
 - o Leak proof on the sides and bottom;
 - o Portable, if portability is necessary to ensure easy access by the user as required by OSHA regulations; and
 - o Labeled in accordance with OSHA regulations.
- If discarded sharps are not to be reused, the sharps container will also be closeable and sealable so that when sealed, the container is leak resistant and incapable of being reopened without great difficulty.

Regulated Waste

- Handling, storage, treatment and disposal of all regulated waste will be in accordance with Health and Safety Codes and other applicable regulations of the United States, the State, and political subdivisions of the State.
- When any container of contaminated sharps is moved from the area of use for the purpose of disposal, the container will be:

- Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping; and
- Placed in a secondary container if leakage is possible. The second container will be:
 - Closable;
 - Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping; and
 - Labeled according to OSHA regulations.
- Regulated waste not consisting of sharps will be disposed of in containers which are:
 - Closable;
 - Constructed to contain all contents;
 - Labeled and color-coded in accordance with OSHA regulations; and
 - Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- If outside contamination of a container of regulated waste occurs, it will be placed in a second container. The second container will be:
 - Closable;
 - Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 - Labeled and color-coded in accordance with OSHA regulations; and
 - Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Handling Specimens of Blood or OPIM

- Specimens of blood or OPIM will be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
- The container for storage, transport, or shipping will be labeled or color-coded according to OSHA regulations, and closed prior to being stored, transported, or shipped. When a facility utilizes Universal Precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers remain within the facility. Labeling or color-coding in accordance with OSHA regulations is required when such specimens/containers leave the facility.
- If outside contamination of the primary container occurs, the primary container will be placed within a second container which prevents leakage during collection, handling, processing, storage, transport, or shipping and is labeled or color-coded according to the requirements of this standard.
- If the specimen could puncture the primary container, the primary container will be placed within a secondary container which is puncture-resistant in addition to the above characteristics.

Servicing or Shipping Contaminated Equipment

Equipment which may become contaminated with blood or OPIM will be examined prior to servicing or shipping and will be decontaminated as necessary, unless CCC Inc. can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.

- A readily observable label in accordance with OSHA regulations will be attached to the equipment stating which portions remain contaminated.
- Information concerning all remaining contamination will be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Cleaning and Decontamination of the Worksite

- The Company will ensure that the worksite is maintained in a clean and sanitary condition.
- The Company will determine and implement an appropriate written schedule for cleaning and decontamination of the worksite.
- The method of cleaning or decontamination used will be effective and will be appropriate for the:
 - o Location within the facility;
 - o Type of surface or equipment to be treated;
 - o Type of soil or contamination present; and
 - o Tasks or procedures being performed in the area.
- All equipment and environmental and work surfaces will be cleaned and decontaminated after contact with blood or OPIM no later than at the end of the shift. Cleaning and decontamination of equipment and work surfaces is required more often as specified below.
- Contaminated Work Surfaces. Contaminated work surfaces will be cleaned and decontaminated immediately or as soon as feasible when:
 - o Surfaces become overtly contaminated;
 - o There is a spill of blood or OPIM;
 - o Procedures are completed; and
 - o At the end of the work shift if the surface may have become contaminated since the last cleaning.

Receptacles. All bins, pails, cans, and similar receptacles intended for reuse which have a

- reasonable likelihood for becoming contaminated with blood or OPIM will be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
- Protective Coverings. Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, will be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the workshift if they may have become contaminated during the shift.

Hygiene

- The Company will provide hand washing facilities which are readily accessible to

employees.

- When provision of hand washing facilities is not feasible, the Company will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands will be washed with soap and running water as soon as feasible.
- Companies will ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- Companies will ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or OPIM.

Laundry

- Contaminated laundry will be handled as little as possible with a minimum of agitation.
- Contaminated laundry will be bagged or containerized at the location where it was used and will not be sorted or rinsed in the location of use.
- Contaminated laundry will be placed and transported in bags or containers labeled or color-coded in accordance with OSHA regulations.
- When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.
- Whenever contaminated laundry is wet and presents a reasonable likelihood of soaking through or leakage from the bag or container, the laundry will be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.
- The Company will ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.
- When a facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are labeled or color-coded in accordance with OSHA regulations.

Personal Protective Equipment

Where occupational exposure remains after institution of engineering and work practice controls, the Company will provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or OPIM to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

The Company will ensure that the employee uses appropriate personal protective equipment unless the Company shows that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in

the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. The Company will encourage employees to report all such instances without fear of reprisal.

The Company will ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves normally provided.

The Company will clean, launder, and dispose of personal protective equipment required by applicable OSHA regulations, at no cost to the employee. The Company will repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee. If a garment(s) is penetrated by blood OPIM, the garment(s) will be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. When personal protective equipment is removed it will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves

Gloves will be worn when it can be reasonably anticipated that the employee:

- May have hand contact with blood, OPIM, mucous membranes, and non-intact skin;
- When performing vascular access procedures except as specified in OSHA regulations; and
- When handling or touching contaminated items or surfaces. These requirements are in addition to the provisions of applicable OSHA regulations.

Disposable (single use) gloves such as surgical or examination gloves, will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Disposable (single use) gloves will not be washed or decontaminated for re-use.

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

If an Company in a volunteer blood donation center judges that routine gloving for all phlebotomies is not necessary then the Company will:

- Periodically reevaluate this policy;
- Make gloves available to all employees who wish to use them for phlebotomy;
- Not discourage the use of gloves for phlebotomy; and
- Require that gloves be used for phlebotomy in the following circumstances:

- When the employee has cuts, scratches, or other breaks in his or her skin;
- When the employee judges that hand contamination with blood may occur, for example, when performing phlebotomy on an uncooperative source individual; and
- When the employee is receiving training in phlebotomy.

Masks, Eye Protection, Face Shields, & Respirators

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, will be worn whenever splashes, spray, spatter, or droplets of blood OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated. These requirements are in addition to the provisions of other OSHA regulations. Where respiratory protection is used, the provisions of applicable OSHA regulations are required as applicable.

NOTE: Surgical masks are not respirators.

Gowns, Aprons, & Other Protective Body Clothing

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments will be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated. These requirements are in addition to other applicable OSHA regulations.

Surgical caps or hoods and/or shoe covers or boots will be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopaedic surgery). These requirements are in addition to the provisions of other applicable OSHA regulations..

Hepatitis B Vaccination & Post-exposure Evaluation and Follow-up

The Company will make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident. When an Company is also acting as the evaluating health care professional, the

Company will advise an employee following an exposure incident that the employee may refuse to consent to post-exposure evaluation and follow-up from the Company-healthcare professional. When consent is refused, the Company will make immediately available to exposed employees a confidential medical evaluation and follow-up from a healthcare professional other than the exposed employee's Company.

EXCEPTION: Designated first aid providers who have occupational exposure are not required to be offered pre-exposure hepatitis B vaccine if the following conditions exist:

- The primary job assignment of such designated first aid providers is not the rendering of first aid.
 - Any first aid rendered by such persons is rendered only as a collateral duty

responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

- This exception does not apply to designated first aid providers who render assistance on a regular basis, for example, at a first aid station, clinic, dispensary, or other location where injured employees routinely go for such assistance, and emergency or public safety personnel who are expected to render first aid in the course of their work.

The Company's Exposure Control Plan will specifically address the provision of hepatitis B vaccine to all unvaccinated first aid providers who have rendered assistance in any situation

- involving the presence of blood OPIM (regardless of whether an actual exposure incident, as defined by the OSHA regulation) and the provision of appropriate post-exposure evaluation, prophylaxis and follow-ups for those employees who experience an exposure incident as defined by the OSHA regulation, including:
 - Provisions for a reporting procedure that ensures that all first aid incidents involving the presence of blood or OPIM, will be reported to the Company before the end of work shift during which the first aid incident occurred.
 - The report must include the names of all first aid providers who rendered assistance, regardless of whether personal protective equipment was used and must describe the first aid incident, including time and date.
 - The description must include a determination of whether or not, in addition to the presence of blood or OPIM, an exposure incident, as defined in the OSHA regulation.
 - This determination is necessary in order to ensure that the proper post-exposure evaluation, prophylaxis and follow-up procedures required OSHA are made available immediately if there has been an exposure incident, as defined in the OSHA regulation.
 - The report will be recorded on a list of such first aid incidents. It will be readily available to all employees and will be provided to the Chief upon request.
 - Provision for the bloodborne pathogens training program, required by OSHA for designated first aiders to include the specifics of the reporting requirements the OSHA regulation and of this exception.
 - Provision for the full hepatitis B vaccination series to be made available as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or OPIM regardless of whether or not a specific exposure incident, as defined by subsection (b), has occurred.
- The Company must implement a procedure to ensure that all of the provisions of the OSHA regulation are complied with if pre-exposure hepatitis B vaccine is not to be offered to employees meeting the conditions of the OSHA regulation.
- The Company will ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:
 - Made available at no cost to the employee;
 - Made available to the employee at a reasonable time and place;
 - Performed by or under the supervision of a licensed physician or by or under the

- supervision of another licensed healthcare professional; and
 - Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified by the OSHA regulation.
- The Company will ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

Hepatitis B vaccination will be made available after the employee has received the training required by OSHA and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. The Company will not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the Company will make available hepatitis B vaccination at that time. The Company will assure that employees who decline to accept hepatitis B vaccination offered by the Company sign the declination statement. If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) will be made available in accordance with the OSHA regulation.

Post-Exposure Evaluation & Follow-Up

Following a report of an exposure incident, the Company will make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- The Company will document the route(s) of exposure, and the circumstances under which the exposure incident occurred;
- The Company will identify and document the source individual, unless the Company can establish that identification is infeasible or prohibited by state or local law;
 - The source individual's blood will be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, the Company will establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.
 - When the source individual is already known to be infected with HBV, HCV or HIV, testing for the source individual's known HBV, HCV or HIV status need not be repeated.
 - Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- The Company will provide for collection and testing of the employee's blood for HBV, HCV and HIV serological status;
 - The exposed employee's blood will be collected as soon as feasible and tested

- after consent is obtained.
- If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.
 - Additional collection and testing will be made available as recommended by the U.S. Public Health Service.
- The Company will provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;
 - The Company will provide for counseling and evaluation of reported illnesses.

Information Provided to the Healthcare Professional

The Company will ensure that the healthcare professional responsible for the employee's hepatitis B vaccination is provided a copy of this regulation. The Company will ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

- A copy of this regulation;
- A description of the exposed employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and circumstances under which exposure occurred, as required by the OSHA regulation;
- Results of the source individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee including vaccination status which are the Company's responsibility to maintain, as required by the OSHA regulation.

Healthcare Professional's Written Opinion

The Company will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for hepatitis B vaccination will be limited to whether hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up will be limited to the following information:

- That the employee has been informed of the results of the evaluation; and
- That the employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

Medical Recordkeeping

Medical records required by this standard will be maintained in accordance with the OSHA regulation.

Communication of Hazards to Employees

Labels

Warning labels will be affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM, and other containers used to store, transport or ship blood or OPIM, except as provided in the OSHA regulation. NOTE: Other labeling provisions of other Health and Safety Code Sections may be applicable.

Labels required by this section will include any of the following legends as required by OSHA:

BIOHAZARD

Or in the case of regulated waste the legend:

BIOHAZARDOUS WASTE or SHARPS WASTE

as described in applicable Health and Safety Code Sections.

These labels will be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color. Labels required by the OSHA regulation will either be an integral part of the container or will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

Red bags or red containers may be substituted for labels except for sharp containers or regulated waste red bags. Bags used to contain regulated waste will be color-coded red and will be labeled in accordance with the OSHA regulation. Labels on red bags or red containers do not need to be color-coded in accordance with the OSHA regulation. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of the applicable OSHA sections. Individual containers of blood or OPIM that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement. Labels required for contaminated equipment will be in accordance with this subsection and will also state which portions of the equipment remain contaminated. Regulated waste that has been decontaminated need not be labeled or color-coded.

Signs

The Company will post signs at the entrance to work areas specified in the OSHA regulation, HIV, HBV and HCV Research Laboratory and Production Facilities, which will bear the following legend:

BIOHAZARD

(Name of the Infectious Agent)

(Special requirements for entering the area)

(Name, telephone number of the laboratory director or other responsible person.)

These signs will be fluorescent orange-red or predominantly so, with lettering and symbols in a contrasting color, and meet the requirements of the applicable OSHA section.

Information and Training

Companies will ensure that all employees with occupational exposure participate in a training program which must be provided at no cost to the employee and during working hours. Training will be provided as follows:

- At the time of initial assignment to tasks where occupational exposure may take place;
- At least annually thereafter.

For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard which were not included need be provided. Annual training for all employees will be provided within one year of their previous training. Companies will provide additional training when changes such as:

- introduction of new engineering, administrative or work practice controls,
- modification of tasks or procedures or
- institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

Material appropriate in content and vocabulary to educational level, literacy, and language of employees will be used. The training program will contain at a minimum the following elements:

- Copy and Explanation of Standard. An accessible copy of the regulatory text of this standard and an explanation of its contents;
- Epidemiology and Symptoms. A general explanation of the epidemiology and symptoms of bloodborne diseases;
- Modes of Transmission. An explanation of the modes of transmission of bloodborne pathogens;
- Company's Exposure Control Plans. An explanation of the Company's exposure control plan and the means by which the employee can obtain a copy of the written plan;
- Risk Identification. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIM;

Method of Compliance. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, administrative or work practice

- controls and personal protective equipment;
- Decontamination and Disposal. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- Personal Protective Equipment. An explanation of the basis for selection of personal protective equipment;
- Hepatitis B Vaccination. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Emergency. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- Exposure Incident. An explanation of the procedure to follow if an exposure incident

- occurs, including the method of reporting the incident the medical follow-up that will be made available and the procedure for recording the incident on the Sharps Injury Log
- Post-Exposure Evaluation and Follow-up. Information on the post-exposure evaluation and follow-up that the Company is required to provide for the employee following an exposure incident;
 - Signs and Labels. An explanation of the signs and labels and/or color coding required by the OSHA regulation; and
 - Interactive Questions and Answers. An opportunity for interactive questions and answers with the person conducting the training session.

NOTE: Additional training is required for employees of HIV, HBV and HCV Research Laboratories and Production Facilities.

The person conducting the training will be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

Recordkeeping

Medical Records.

The Company will establish and maintain an accurate record for each employee with occupational exposure, in accordance with the OSHA regulation. This record will include:

- The name and social security number of the employee;
- A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by the OSHA regulation;
- A copy of all results of examinations, medical testing, and follow-up procedures as required by the OSHA regulation;
- The Company's copy of the healthcare professional's written opinion as required by the OSHA regulation; and
- A copy of the information provided to the healthcare professional as required by the OSHA regulation.

The Company will ensure that employee medical records required by subsection (h)(1) are:

- Kept confidential; and
- Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

The Company will maintain the records required by the OSHA regulation for at least the duration of employment plus 30 years in accordance the applicable OSHA section.

Training Records

Training records will include the following information:

- The dates of the training sessions;

- The contents or a summary of the training sessions;
- The names and qualifications of persons conducting the training; and
- The names and job titles of all persons attending the training sessions.

Training records will be maintained for 3 years from the date on which the training occurred.

Sharps Injury Log

The Sharps Injury Log will be maintained 5 years from the date the exposure incident occurred.

Availability

The Company will ensure that all records required to be maintained by this section will be made available upon request to the Chief and NIOSH for examination and copying. Employee training records required by this subsection will be provided upon request for examination and copying to employees, to employee representatives, to the Chief, and to NIOSH.

Employee medical records required by this subsection will be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Chief, and to NIOSH in accordance with the OSHA regulation.

The Sharps Injury Log required by the OSHA regulation will be provided upon request for examination and copying to employees, to employee representatives, to the Chief, to the Department of Health Services, and to NIOSH.

Transfer of Records

The Company will comply with the requirements involving transfer of records set forth in the applicable OSHA section. If the Company ceases to do business and there is no successor Company to receive and retain the records for the prescribed period, the Company will notify NIOSH, at least three months prior to their disposal and transmit them to the NIOSH, if required by the NIOSH to do so, within that three month period.

Infection Control

- A training and information program is provided for employees exposed to or potentially exposed to blood and/or body fluids?
- Infection control procedures have been instituted where appropriate, such as ventilation, universal precautions, workplace practices, personal protective equipment?
- Employees are aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)
- Personal protective equipment is provided to employees, and in all appropriate locations?

- The necessary equipment (i.e. mouth-pieces, resuscitation bags, other ventilation devices) is provided for administering mouth-to-mouth resuscitation on potentially infected patients?
- Facilities/equipment are to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?
- All equipment and environmental and working surfaces are cleaned and disinfected after contact with blood or potentially infectious materials?
- Infectious waste is placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- Medical surveillance including HBV evaluation, antibody testing and vaccination has been made available to potentially exposed employees?
- Employees are trained on universal precautions, personal protective equipment and needlestick exposure/management.
- Employee are trained on workplace practices which should include blood drawing, room cleaning, laundry handling, clean-up of blood spills?
- Employees potentially exposed to bloodborne pathogens are offered Hepatitis B vaccinations at no cost to the employee.

FALL PROTECTION PLAN

OSHA currently regulates fall protection for construction under Part 1926, Subpart M. The standards for regulating fall protection systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. Fall protection requirements under the OSHA Construction regulations require considerable planning and preparation.

Written fall protection procedures establish guidelines to be followed whenever an employee works above dangerous equipment on ramps or runways, or at heights with fall protection at the job site. The regulations:

- Are designed to provide a safe working environment, and
- Govern use of fall protection procedures and equipment.

Written procedures for fall protection establish uniform requirements for fall protection training, operation, and practices. The effectiveness of the written fall protection procedures depends on the active support and involvement of all employees who perform the jobs requiring it. This plan is intended to document procedures that ensure all work requiring fall protection is carried out safely.

Purpose

CCC Inc. is dedicated to the protection of its employees from on-the-job injuries. All employees of CCC Inc. have the responsibility to work safely on the job. The purpose of this plan is to:

- Supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job.
- Ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan prior to the start of erection.

This program informs interested persons, including employees, that CCC Inc. is complying with OSHA's Fall Protection requirements, (29 CFR 1926.500 to.503).

This program applies to all employees who might be exposed to fall hazards, except when designated employees are inspecting, investigating, or assessing workplace conditions before the actual start of construction work or after all construction work has been completed.

All fall protection systems selected for each application will be installed before an employee is allowed to go to work in an area that necessitates the protection. Jeremy Kraemer, RSO, is the program coordinator/manager and is responsible for its implementation. Copies of the written program may be obtained from the RSO's Office. Certain employees are authorized to inspect, investigate, or assess workplace conditions before construction work begins or after all construction work has been completed. These employees are exempt from the fall protection rule during the performance of these duties. They are the RSO and Site Supervisors.

These authorized employees determine if all walking/working surfaces on which our employees work have the strength and structural integrity to support the employees. Our employees will not be allowed to work on these surfaces until they have the requisite strength and structural integrity.

All employees, or their designated representatives, can obtain further information about this written program, and/or the fall protection standard from Jeremy Kraemer, RSO.

Our Duty to Provide Fall Protection

To prevent falls CCC Inc. has a duty to anticipate the need to work at heights and to plan our work activities accordingly. Careful planning and preparation lay the necessary groundwork for an accident-free jobsite.

Worksite Assessment and Fall Protection System Selection

Because some sites may require fall protection while others may not, this is the written General Plan applying to all applicable worksites.

This fall protection plan is intended to anticipate the particular fall hazards to which our employees may be exposed. Specifically, we:

- Inspect the area to determine what hazards exist or may arise during the work.
- Identify the hazards and select the appropriate measures and equipment.

- Give specific and appropriate instructions to workers to prevent exposure to unsafe conditions.
- Ensure employees follow procedures given and understand training provided.
- Apprise ourselves of the steps our specialty subcontractors have taken to meet their fall protection requirements.

Providing fall protection requires an assessment of each fall situation at a given jobsite. Our criteria for selecting a given fall protection system follow those established at 29 CFR 1926.502, fall protection systems criteria and practices. Each employee exposed to these situations must be trained as outlined later in this plan.

Unprotected Sides and Edges

Our employees must be protected when they are exposed to falls from unprotected sides and edges of walking/working surfaces (horizontal and vertical surfaces) which are 6 feet or more above lower levels.

We know that OSHA has determined that there is no "safe" distance from an unprotected side or edge that would render fall protection unnecessary.

We have chosen the following fall protection for unprotected sides and edges at our worksites:

- guardrails
- safety nets
- personal fall arrest
-

We maintain the fall protection system(s) chosen until all work has been completed or until the permanent elements of the structure which will eliminate the exposure to falling hazards are in place.

Leading Edge Work

Leading edges are defined as the edge of a floor, roof, or formwork that changes location as additional floor, roof, or formwork sections are placed, formed, or constructed. If work stops on a leading edge it will be considered to be an "unprotected side or edge" and will be covered by the section of this plan on unprotected sides and edges.

We presume that it is feasible and will not create a greater hazard to implement at least one of the conventional fall protection systems for our leading edge work.

Employees who are not constructing the leading edge, but who are on walking/working surfaces where leading edges are under construction, are also protected from a fall by guardrails, safety nets, personal fall arrest.

Hoist Areas

In all situations where equipment and material hoisting operations take place, we protect our employees from fall hazards. When we are involved in hoisting operations we will use the following fall protection systems at these specific locations:
guardrails or personal fall arrest systems

When operations require the materials to be lifted by crane to a landing zone (and do not require an employee to lean through the access opening or out over the edge to receive or guide materials), we can select either personal fall arrest equipment or a guardrail system.

When guardrails (or chains or gates) are removed to facilitate hoisting operations, and one of our employees must lean through the access opening or out over the edge to receive or guide materials they will be protected by a personal fall arrest system.

Holes

CCC Inc. protects employees from:

- Tripping in or stepping into or through holes (including skylights).
- Objects falling through holes (including skylights).

We use the following fall protection system to protect our employees working on walking/working surfaces with holes where they can fall 6 feet or more to a lower surface:

- covers
- guardrails
- personal fall arrest systems

At this worksite employees can trip or step into or through a hole (including skylights) or an object could fall through a hole and strike a worker. In these instances we use covers to prevent accidents

We understand that OSHA does not intend that a guardrail be erected around holes while employees are working at the hole, passing materials, and so on. Therefore, if the cover is removed while work is in progress, guardrails are not required because they would interfere with the performance of work. When the work has been completed, we will be required to either replace the cover or erect guardrails around the hole.

Formwork and Reinforcing Steel

A jobsite may require formwork or reinforcing steel work 6 feet or more above lower levels. We could be involved in work where different systems fit different applications. Therefore, we have chosen the following fall protection systems that might be used to protect our employees:

- positioning device
- safety net
- personal fall arrest system

Ramps, Runways, and Other Walkways

We equip all ramps, runways, and other walkways with guardrails when employees are subject to falling 6 feet or more to lower levels.

Excavations

Some jobsites may have excavation edges that will not be readily seen (i. e., concealed from view by plant growth, etc.). When it is necessary, and when the excavation is 6 feet or more deep we protect these excavations by:

- guardrail systems
- fences
- barricades

In addition, walls, pits, shafts, and similar excavations 6 feet or more deep will be guarded to prevent employees from falling into them by:

- guardrail systems
- fences
- barricades
- covers

Dangerous Equipment

CCC Inc. is committed to protecting our employees from falling onto dangerous equipment. When this equipment is less than 6 feet below an employee, but because of form or function is dangerous, the employee is protected by guardrails or an equipment guard

When this equipment is more than 6 feet below an employee, but because of form or function is dangerous, the employee is protected by guardrails, personal fall arrest system, or a safety net.

Roofing Work on Low-Slope Roofs

Each of our employees engaged in roofing activities on low-slope roofs (4 in 12 or less, vertical to horizontal pitch) with unprotected sides and edges six-feet or more above lower levels will be protected from falling by:

- guardrails
- personal fall arrest system
- safety net

- a combination of warning line and guardrail
- a combination of warning line and safety net
- a combination of warning line and personal fall arrest

We follow the guidelines in Appendix A of Subpart M to determine how to correctly measure a roof that is not a rectangle.

Steep Roofs

We will protect our workers on roofs with slopes greater than 4 in 12 vertical to horizontal pitch (steep roofs) from falling when the roof has unprotected sides or edges more than 6 feet above lower levels by the use of:

- guardrail with toeboards
- personal fall arrest system, or
- safety net
- Wall Openings

Employees who are exposed to the hazard of falling out or through wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface must be protected from falling. We protect our employees from falls out or through wall openings by the following methods:

- guardrails
- safety nets, or
- personal fall arrest systems

Walking/Working Surfaces Not Otherwise Addressed

We realize there will be situations that are not covered by our written safety plan, for which we have the duty to provide fall protection. All employees exposed to falls of 6 feet or more to lower levels must be protected by a guardrail system, safety net system, or personal fall arrest system except where specified otherwise in Part 1926.

We have audited all of our worksites for fall protection hazards that are not covered elsewhere in this plan. We have taken the following measures to address these hazards:

- guardrails
- personal fall arrest system, or
- safety net

Protection from Falling Objects

When employees are exposed to falling objects, we ensure they wear hard hats and also implement one of the following measures:

- Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels.
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally moved.
- Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally moved.
- Cover or guard holes 6 feet or more above a lower level.

Controlled Access Zones

A Controlled access zone is a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems, guardrail, personal arrest or safety net to protect the employees working in the zone.

Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

- Flagged or otherwise clearly marked at not more than 6-foot (1.8 meters) intervals with high-visibility material.
- Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters)--nor more than 50 inches (1.3 meters) when overhand bricklaying operations are being performed from the walking/working surface.

Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge Control lines also must be connected on each side to a guardrail system or wall. When control lines are used, they shall be erected

- not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8

meters) nor more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

- Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.

On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

Safety Monitoring Systems

When no other alternative fall protection has been implemented, the Company shall implement a safety monitoring system. CCC Inc. Solutions will appoint the site Safety Coordinator or Supervisor to monitor the safety of workers and the Company shall ensure that the safety monitor:

- Is competent in the recognition of fall hazards.
- Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices.
- Is operating on the same walking/working surfaces of the workers and can see them.
- Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.
- Not have other assignments that would take monitors attention from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

No worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

All workers in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.

Selection & Use Guidelines for Fall Protection Equipment

Providing fall protection requires an assessment of each fall situation at a given jobsite. Our criteria for selecting a given fall protection system follow those established at 29 CFR 1926.502, fall protection systems criteria and practices. Each employee exposed to these situations must be trained as outlined later in this plan. When purchasing equipment and raw materials for use in fall protection systems applicable ANSI & ASTM requirements will be met.

General Worksite Policy

If any one of the conditions described in the Workplace Assessment is not met for the area or piece of equipment posing a potential fall hazard, then do not perform that work until the condition is met. If you cannot remedy the condition immediately, notify a supervisor of the problem and utilize a different piece of equipment or work in a different area, according to the situation.

If the situation calls for use of fall protection devices such as harnesses or lanyards because the fall hazard cannot be reduced to a safe level, then the employee must don such protective equipment before beginning the work and use it as intended throughout the duration of the work.

Only employees trained in such work are expected to perform it.

All places of employment, job sites shall be kept clean and orderly and in a sanitary condition.

All walking/working surfaces must be kept in a clean and, so far as possible, dry condition. Where wet processes are used, drainage shall be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practicable.

All places of employment, job sites shall be kept clean and orderly and in a sanitary condition

Training Program

Under no circumstances shall employees work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed this company's fall protection training program.

The training program includes classroom instruction and operational training on recognition and avoidance of unsafe conditions and the regulations applicable to their work environment for each specific fall hazard the employee may encounter.

The training program is conducted by the RSO, a "competent person" qualified in each aspect of the program, and must cover the following areas:

- The nature of fall hazards in the work area.

- Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance (including determination of deceleration distance and total fall distance to prevent striking a lower level), methods of use, and inspection and storage of the system.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each employee in the safety monitoring system when this is used.
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- The role of employees in fall protection plans.
- The standards contained in Subpart M of the construction regulations.

The RSO will identify all current and new employees who require training and schedule the classroom instruction for those employees. Training on the above components will occur both in the classroom and on the job site, as appropriate. Classroom training will cover written policy/procedures on fall protection and include a training video on the subject. Job site instruction will include demonstration of and practice in wearing fall protection equipment and any instruction necessary for a specific job.

Jeremy Kraemer, RSO has overall responsibility for the safety of employees and will verify compliance with 1926.503(a), training program, for each employee required to be trained.

The RSO and/or Site Supervisor has the responsibility of determining when an employee who has already been trained, does not have the understanding and skill required by the training program (1926.503(a)).

A written certificate of training is required which must include:

- The name or other identity of the employee trained.
- The date(s) of training.
- The signature of the competent person who conducted the training or the signature of the employer.

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of falling and the procedures to be followed to minimize fall hazards.

Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The jobsite superintendent, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

Incident Investigation

All accidents that result in injury to workers, regardless of their nature, are investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident (e.g., a near miss) occurs, this plan will be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

Changes to Plan

Any changes to the plan will be approved by the RSO. This plan is reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers are notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes is maintained at the jobsite.

LADDER SAFETY

Purpose

CCC Inc. understands that ladders present unique opportunities for unsafe acts and unsafe conditions. Employees who use ladders must be trained in proper selection, inspection, use and storage. Improper use of ladders has cause a large percentage of accidents in the workplace are of accidents. Use caution on ladders,

Hazards

Falls from ladders can result in broken bones, crippling injuries and death. Ladder safety is taken very seriously by our company. Ladder hazards include:

- Ladders with missing or broken parts.
- Using a ladder with too low a weight rating.
- Using a ladder that is too short for purpose.
- Using metal ladders near electrical wires.
- Using ladders as a working platform.
- Objects falling from ladders.

Inspections

Inspect ladders before each use.

- All rungs and steps are free of oil, grease, dirt, etc.
- All fittings are tight.
- Spreaders or other locking devices are in place.
- Non-skid safety feet are in place.
- No structural defects, all support braces intact.
- Do not use broken ladders. Most ladders cannot be repaired to manufacturer specifications. Throw away all broken ladders.

Storage

Store ladders on sturdy hooks in areas where they cannot be damaged. Store to prevent warping or sagging. Do not hang anything on ladders that are in a stored condition.

Ratings & Limits

Ladder weight ratings

- I-A 300 pounds (heavy duty)
- I 250 pounds (heavy duty)
- II 225 pounds (medium duty)
- III 200 pounds (light duty).

Limits on ladder Height.

- A stepladder should be no more than 20 feet high.
- A one-section ladder should be no more than 30 feet.
- An extension ladder can go to 60 feet, but the sections must overlap.

Ladder Setup

The following procedure must be followed to prevent ladder accidents:

- Place ladder on a clean slip free level surface.
- Extend the ladder to have about 4 feet above the top support or work area.
- Anchor the top and bottom of the ladder.
- Place the ladder base 1/4 the height, of the ladder, from the wall when using an extension ladder.
- Never allow more than one person on a ladder.
- Use carriers and tool belts to carry objects up a ladder.
- Do not lean out from the ladder in any direction.
- If you have a fear of heights - don't climb a ladder.
- Do not allow other to work under a ladder in use.

Maintenance

- Keep ladders clean.
- Never replace broken parts unless provided by the original manufacturer.

- Do not attempt to repair broken side rails.
- Keep all threaded fasteners properly adjusted.
- Replace worn steps with parts from manufacturer.

Additional State Requirements

- Safety requirements for portable wood ladders placed in service after April 18, 1999 have to meet the requirements of ANSI A14.1-1994, which is incorporated by reference. Safety requirements for portable wood ladders placed in service on or before April 17, 1999, are based on the ANSI A14.1 provisions in effect at the time such ladders were placed in service.
- Cleat Ladders longer than 30 feet cannot be used.
- The wood side rails of ladders having cleat steps cannot be less than 1 1/2 inches thick and 3 1/2 inches deep (2 by 4 inches nominal).
- Wood cleats need to be inset into side rails not less than 1/2-inch or attached directly to the edge of the side rails. Filler blocks of the thickness of the cleats need to be securely attached to the edge of the rail for the full length between cleats, or equivalent construction. The cleats need to be fastened to each rail by three 10-d wire nails or equivalent.
- The cleats on a double cleat ladder must extend the full width of the ladder.

Extra requirements for portable metal ladders include the following:

- Cross-bracing on the rear section of stepladders cannot be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- These ladders cannot be used near electrical circuits if there is a risk of coming in contact with the circuits. The ladders need to be legibly marked with “CAUTION—Do Not Use Around Electrical Equipment” or equivalent.

Extra requirements for fixed ladders include the following:

- If materials other than steel, aluminum, and wood are used, they must meet the design, fabrication, and erection requirements.
- Wood ladders may be coated with a clear sealant after inspection.

Company Vehicles

Some company employees are provided with vehicles for use in their jobs. The following rules apply:

- The company requires all drivers of company vehicles to have current, valid licenses.
- Company policy prohibits anyone without a valid driver’s license from driving a company vehicle.
- An employee who becomes uninsurable by the company's insurance company will be subject to termination.

- Company vehicles are to be used only for job-related activities.
- People who are not employed by the company or who are not assisting in work-related activities should not be transported in company vehicles as passengers because it presents a potential exposure to liability.
- All traffic laws and regulations are to be obeyed.
- Every effort should be made to keep mileage driven to a minimum by combining trips whenever possible. Special circumstances that may require deviation from this policy must first be cleared by your supervisor.
- It is important that when you do drive a company vehicle you obey all traffic regulations, including the 55 miles per hour speed limit. On company roads, a much slower speed should be maintained at all times.

FLEET MOTOR VEHICLE SAFETY

Purpose

Half of all accidental deaths in the US are caused by motor vehicles. The greatest cause of job related fatalities in the U.S., is the driving of personal or company vehicles. The safety of our employee and the protection of the property of others is a concern of CCC Inc.. This Fleet Motor Vehicle Safety Program was developed to assure this safety and protection.

The Fleet Motor Vehicle Safety Program applies to all locations where Company vehicles are operated. Company operated vehicles include:

- Company Cars and Vans
- Company pool cars and vans
- Company delivery vehicles and trucks

Administration

Jeremy Kraemer, Fleet Manager is responsible for the development and implementation of this program. He is responsible for all motor equipment operations and to serve as a single point of contact for issues, information and reports on motor equipment. The Fleet Manager will maintain vehicle use records including home-to-work usage.

No employee shall use a Company vehicle for transportation between their home and place of employment without the expressed written approve of the Fleet Manager.

Fleet Manager Responsibilities

Each Branch Office Manager, which operates motor vehicles, shall designate in writing a local motor vehicle manager who shall be responsible for directing the operation of the motor vehicle fleet, and shall:

- Operate the fleet in accordance with applicable laws and regulations, and Company and local directives;

- Ensure that an adequate system of records including logs of home-to-work usage are established and maintained;
- Perform and document reviews at least annually of assignments to individuals or organizational components to determine if continued assignment is justified;
- Perform and document an annual review of motor vehicle utilization statistics to identify underutilized motor vehicles;
- Rotate motor vehicles between high and low mileage assignments;
- Perform documented trend analyses of the annual costs of the motor vehicle fleet and review present operations and new requirements for the purpose, where feasible and cost effective, of establishing alternative sources for the motor vehicle fleet operation, e.g., pooling arrangements, shuttle bus service, taxicabs, and joint utilization by several groups; and
- Assure the maintenance of individual motor vehicle use records, such as trip tickets or vehicle logs, showing sufficiently detailed information to evaluate the appropriateness of assignment and adequacy of use being made. If one-time use is involved, such as assignments from motor pools, the individual's trip records must, as a minimum, identify the motor vehicle and show the name of the operator, dates, destination, time of departure and return, and mileage;

Policy

Any employee that is authorized to operate a Company truck or vehicle must meet all requirements of the Federal Highway Administration and State Government Regulations. Employees that are assigned to operate any kind of vehicle that has a gross combination weight rating of 26,000 or more pounds are required to have a current, valid Commercial Driver's License (CDL), issued by the state.

All company-owned vehicles will be operated only by employees authorized by the Fleet Manager for specific company purposes.

Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the Fleet Manager notified.

Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.

All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.

All employees authorized to operate any company owned or leased vehicle will be included in the company random drug-testing program.

All authorized employees must possess a valid state driver's license for the class vehicle authorized.

Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.

Driver Qualifications

Accident control for our fleet begins with the selection of company drivers. Only the most qualified drivers should be selected, both for full-time and part-time drivers.

Employees are often responsible for operating expensive equipment and handling valuable or hazardous cargo. Employee selection must begin with well-defined requirements for each job that includes the duties of the job, the physical and mental attributes required, and the education of training required. The applicant's ability and skills, experience with similar jobs, job knowledge and attitude towards safety are be considered.

The following lists the "minimum" qualifications that must be met (and maintained) by any employee assigned to drive a Company truck or vehicle, other than a company care or passenger van:

- Applicants must be at least 21 years of age.
- Applicants must be able to read, speak and write fluently in English.
- Applicants must understand highway traffic signs and signals
- Applicants must be able to respond to official inquiries and to make written entries on reports and records
- Is physically qualified to operate a motor vehicle and has no movement limitations concerning their arms, legs, foot, head, waist, back, hands or fingers.
- Has no established medical history that would interfere with their ability to operate a motor vehicle to include:
 - o Myocardial infarction, coronary difficulty, or any heart condition
 - o Diabetes
 - o Respiratory dysfunction
 - o High Blood Pressure
 - o Epilepsy
 - o Mental, nervous, or other functional or psychiatric disorder
- Arthritis, neuromuscular, or vascular disease
- Has the visual acuity and binocular vision of at least 20/40 (with or without corrective lenses), and the field of vision of at least 70 degrees in each eye.
- Does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1000 Hz, and 2000 Hz with or without a hearing aid.
- Has passed a pre-employment drug test.
- Does not use drugs that fall into the following categories: opiate, hallucinogenic, depressant, or stimulants.
- Have a valid Commercial Driver's License
- Has furnished a list of all motor vehicle accidents AND convictions that have occurred in the last 3 years.
- Has successfully completed a Company monitored road test.
- Has completed a Company written examination.
- A background investigation of the applicant's driving record and employment record over the past three years have been completed.

Home Use

Only the Fleet Manager may approve the use of Company vehicles between residence and place of employment. The approval process for the use of vehicles between residence and place of employment will be different based on the reason for approval.

Employees engaged in field work will be approved on the basis of positions. Each office requesting approval of vehicle use between residence and place of employment for employees engaged in field work shall submit justification, in memorandum form, to the Fleet Manager. This justification shall include the position title and series, number of employees affected, name and title of person requesting approval, dates, location of official duty station, frequency and duration of the field work, and justification for the use of the vehicles.

After the initial justification for each position has been approved, the requesting office should reassess and resubmit justification every year.

If a position is approved for the use of a vehicle between residence and place of employment based on field work, the approval is only in effect when an employee is actually engaged in field work and should not be interpreted as authorization to use the vehicle at anytime other than when conducting field work.

Usage Documentation

Each employee using a vehicle between his or her residence and place of employment will maintain a record identifying the vehicle used (license plate number), destination, starting and ending mileage and purpose of trip. This record will be turned into the Fleet Manager monthly. The record(s) shall be maintained together with the request for and approval of the use of a government vehicle between residence and place of employment. These records shall be readily available for audit until disposed of according to established records management procedures.

Driver Education

Initial education of a new employee and ongoing training of current employees is extremely important in a motor vehicle safety program. All employees should be familiar with the correct procedures in operating Company motor vehicles, as well as loading or unloading any property onto vehicles.

Seat Belts

The use of seat belts is mandatory for all employees when driving company or personal vehicles on company time. All passengers are also required to wear seat belts.

Use and Care of Company Vehicles

Anyone who operates a licensed vehicle owned or controlled by this company must possess a valid driver's license. You are responsible for all personal property left in any company vehicle.

The Vehicle

- All drivers are required to inspect their vehicles on a regular basis.
- Check oil level, water or antifreeze, tires, exhaust system, and windshield wipers.
- Check for loose wheel nuts, oil, water, fuel or air leaks.
- Check for proper vision and clean windshield. Adjust seat, mirror, etc.
- Check all safety equipment assigned to your vehicle.
- Check all instruments.
- Check air and/or hydraulic pressure.
- Check sound of engine.
- Start equipment and make sure all controls are operating properly.

Winter Checklist

- Clear snow, ice and/or frost from all windows.
- Check proper ventilation when operating or sitting inside a vehicle with the motor running.
- Keep the vehicle clean of trash and cans, etc., that could impede operation.
- Large items such as tool boxes and fire extinguishers should be secured.
- Orange cones must be placed at the front and rear of the vehicle when parked.

Accident Reporting & Investigation

Management has the responsibility to see that drivers are adequately trained on what to do when an accident occurs. All information should be recorded and reported promptly to the insurance carrier. The driver involved in an accident has the important duty of making the initial report of the accident. The driver will usually contact the home base or terminal about the accident and then gather the information needed. Even minor accidents must be reported to management to protect against potential claims.

The importance of the driver's report and conduct at the scene cannot be minimized. What they say and do at the accident scene can either help or hinder the successful settlement of the accident case. Drivers must know what to do and say to handle situations as they arise.

The following is the recommended procedure for drivers at the scene of an accident in which they were involved:

1. Stop the vehicle immediately and shut off the engine.
2. Protect the accident scene from further mishap by turning on four way flashers and by placing flares and reflectors at a safe distance. Extinguish fires and do not smoke at the scene. If necessary, direct traffic around the accident scene. (Department of Transportation regulations specify the location and distance of warning devices in disabled vehicle situations.)
3. See that injured persons are cared for until medical help arrives.
4. See that help, such as police, medical personnel, and wreckers, are summoned to the scene as needed. Make sure the police inspect the damage and make notes of bodily injury (if any). Write down names, badge numbers, and stations of investigating officers.

5. Be prepared to provide lists of any hazardous materials involved to fire department personnel.
6. Be alert to statements made by occupants of other vehicles. Take down any remarks concerning admissions of guilt, defective conditions of other vehicles, extent of injuries and property damage.
7. Make no statements to occupants of other vehicles or witnesses regarding your fault, injuries or condition of your vehicle.
8. **Always obtain:**
 - a. **License plate numbers of other vehicles.**
 - b. **Other driver's license numbers, names and addresses.**
 - c. **Names and addresses of owners or vehicles.**
 - d. **Information on damage to other vehicles and any injuries.**
 - e. **Name and address of all witnesses (including vehicle occupants).**

A diagram of the accident scene showing location of vehicles after the collision.

All accidents should be reported to the Supervisor as soon as possible.

Vehicle Maintenance

The primary purpose of a vehicle maintenance system is to ensure safe and efficient vehicle performance which can help to extend the vehicle's life and avoid accidents. The Company maintenance program provides the following benefits:

- Accidents caused by brakes, tires, steering, and other component failure can be substantially reduced by proper maintenance.
- Preventative maintenance can minimize interruptions of regular work schedules caused by breakdowns.
- Regularly scheduled inspections made at proper intervals provide opportunities to make minor repairs and adjustments that may help to prevent unnecessary and costly repairs.
- Commercial drivers may take pride in equipment that is kept in top operating condition, and may be more likely to drive safely and to handle equipment with care.
- Fleet management recognizes the important sales and public relation value of keeping equipment clean and well maintained. Trucks are traveling billboards and can reflect a safety-minded company.
- Drivers should be responsible for the condition and safe operation of their assigned vehicles. Drivers should check their vehicles for possible defects and report them for correction according to company policy. Driver vehicle conditions reports furnish valuable information for evaluating the efficiency of the maintenance system.

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OVERVIEW

The CCC, Inc. Employee Policy Handbook (the “Handbook”) has been developed to provide general guidelines about CCC, Inc. policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including CCC, Inc.’s policy of voluntary at- will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at- will employment policy, these guidelines are subject to modification, amendment or revocation by CCC, Inc. at any time, without advance notice.

VOLUNTARY AT- WILL EMPLOYMENT

Unless an employee has a written employment agreement with CCC, Inc., which provides differently, all employment at CCC, Inc. is “at- will.” That means that employees may be terminated from employment with CCC, Inc. with or without cause, and employees are free to leave the employment of CCC, Inc. with or without cause. Any representation by any CCC, Inc. officer or employee contrary to this policy is not binding upon CCC, Inc. unless it is in writing and is signed by the Human Resource Director with the approval of the Board of Directors.

EQUAL EMPLOYMENT OPPORTUNITY

CCC, Inc. shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Human Resource Director of CCC, Inc. will not discriminate against any employee or applicant in a manner that violates the law.

CCC, Inc. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. CCC Inc.’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Human Resource Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

CCC, Inc. will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of CCC, Inc. may have violated the Equal Employment Opportunity Policy should report the possible violation to the Human Resource Director. If CCC, Inc. determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination.

Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, CCC Inc. will inform the employee who made the complaint of the results of the investigation.

CCC, Inc. is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at CCC, Inc. for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on CCC, Inc. Employees who believe that they may require an accommodation should discuss these needs with the Human Resource Director. If you have any questions regarding this policy, please contact the Human Resource Director.

POLICY AGAINST WORKPLACE HARASSMENT

CCC, Inc. is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers. CCC, Inc.'s commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, CCC, Inc. has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

CCC Inc.'s property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. CCC, Inc.'s policy against harassment covers employees and other individuals who have a relationship with CCC, Inc. which enables CCC, Inc. to exercise some control over the individual's conduct in places and activities that relate to CCC, Inc.'s work (e.g. subcontractors, vendors, etc.).

Prohibition of Sexual Harassment:

CCC, Inc.'s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances - - whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against CCC, Inc. policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment:

It is also against CCC, Inc.'s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in CCC, Inc.'s premises, including jobsites. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against CCC, Inc.'s policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment:

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of CCC, Inc., you should report the incident immediately to your supervisor or to the Human Resource Director. Possible harassment by others with whom CCC, Inc. has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

CCC, Inc. will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with

the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. CCC, Inc.'s goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If CCC, Inc. determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, CCC, Inc. will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Human Resource Director. In the case where the allegation of harassment is against the Human Resource Director, please notify the staff member designated as grievance officer.

HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The normal work week for CCC, Inc. shall consist of five (5) days, Monday through Friday. Work days start at 7:00 a.m., unless employees have received prior instructions from their supervisor. Employee dismissal times will vary day to day depending upon job schedules for the day. Employees will receive one (1) thirty (30) minute unpaid lunch break and two (2) fifteen minute paid breaks.

Employees will be required to work two (2) weekends per month. CCC, Inc. will compensate full-time employees for weekend work with one and a half (1 ½) times the employees straight time rate, plus one day of vacation (8 hours) per every thirty-two (32) hours of weekend work.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences you must telephone your immediate supervisor and office manager prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return- to work date. A physician's statement may be required as proof of the need for any illness- related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the Human Resource Director will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be direct deposited to employees account on file with CCC, Inc., with any liabilities owed to CCC, Inc. deducted and the final pay stub sent to the last mailing address on file with CCC, Inc.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, CCC, Inc. may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime pay, which is applicable only to Non- Exempt Employees, is for any time worked in excess of 40 hours in a work week or after 6:00 pm on Friday until midnight on Sunday.

Overtime rate is one and a half times (1½) the employee's straight time rate.

POSITION DESCRIPTION

A. Definition of Terms

1. Employer. The CCC, Inc. is the employer of all full- time, part- time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by CCC, Inc.

2. Full- Time Employee. A Full Time Employee regularly works at least 35 hours per week

3. Part- Time Employee. A Part Time Employee regularly works less than 35 hours per week but no less than 17 ½ hours per week.

4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

5. Non- Exempt Employee. A Non- Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non- Exempt Employees, an accurate record of hours worked must be maintained.

CCC, Inc. will compensate non- exempt employees in accordance with applicable federal and state law and regulations.

6. Temporary Employee. An individual employed, either on a full- time or part- time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the CCC, Inc. *Employee Policy Handbook*.

All employees are classified as Exempt or Non- Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non- exempt status.

SALARY ADMINISTRATION

Pay periods run from Monday through Sunday, with payment the following Friday by direct deposit only. Employees are to remit their time cards to their supervisor by 8:00 a.m. Monday.

If employees do not abide by this deadline, they will not receive their paycheck until the following pay period. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with CCC, Inc.

All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

ECONOMIC BENEFITS AND INSURANCE

CCC, Inc. shall provide a competitive package of benefits to all eligible full- time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by CCC, Inc. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Human Resource Director will determine levels of deductibility and co- payments for all insurance related benefits annually.

A. Health/Life Insurance

CCC, Inc. currently provides individual health and dental insurance benefits for eligible full- time employees except those who are insured through their spouse, retired military, or other plans, beginning the first day of the month following sixty (60) days of employment. Eligible employees may elect to participate in available health plan(s) offered by CCC, Inc. CCC, Inc. presently pays the individual Health insurance premium for all eligible employees. CCC, Inc. may require employees to pay a portion of insurance premium in the future. Information about CCC, Inc.'s health plan(s) will be provided to the employee at the time of employment.

B. Social Security/Medicare/Medicaid

CCC, Inc. participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and CCC, Inc. contributes at the applicable wage base as established by federal law.

C. Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and CCC, Inc., any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from CCC, Inc.

D. Retirement Plan

CCC, Inc. currently doesn't provide a retirement plan.

LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays

CCC, Inc. Employees may be required to work holidays. Full-time Employees working on a holiday will be compensated one and a half (1 ½) times the employees straight time rate, plus one day of vacation (8 hours) per every thirty-two (32) hours of weekend work.

Holidays qualifying for holiday pay are:

New Year's Day

Easter Sunday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Employees that do not work on a holiday will not receive a paid day off.

B. Vacation

Employees will receive one week paid vacation after one year of employment. Employees are expected to use vacation benefits in the fiscal year in which vacation is earned. Employees may not carry over unused vacation from one year to the next. Any unused vacation time will be paid out to the employee at the end of the fiscal year.

C. Sick Leave

CCC, Inc., currently doesn't offer paid sick leave

D. Personal Leave

CCC, Inc., currently doesn't offer paid personal leave

E. Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and CCC, Inc. will request a copy of the employee's orders, which will be kept on record by CCC, Inc.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies. For military leaves extending 30 days or less, CCC, Inc. will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee's cost. Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

F. Bereavement Leave

Employees shall be entitled to bereavement leave without pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father- in- law, mother- in- law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify their supervisor and office staff immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may have, with the Human Resource Director's approval, additional unpaid time off as necessary and in accordance with operating needs.

G. Severe Weather Conditions-

Severe weather closings will be decided on a case by case basis. In times of severe weather, contact your supervisor a minimum of one hour prior to start time for an update.

REIMBURSEMENT OF EXPENSES

Reimbursement for reasonable and necessary expenses or supplies, paid for out of pocket by employee, will be allowed if employee received prior authorization from supervisor. Employee must submit a paid receipt to the payroll department for reimbursement. Reimbursement will be added to employee's paycheck on the following pay period.

Employees will receive subsistence at a rate of \$15.00 per full day of work (8 hours) when traveling more than 60 miles from the CCC, Inc. corporate offices. Subsistence will be added to employee's paycheck for the appropriate pay period.

MILEAGE COMPENSATION

CCC, Inc. will compensate employees for mileage to projects as per the following criteria:

- Mileage to projects 60 miles distance from CCC, Inc. Corporate office will not be compensated for.
- Projects farther than 60 miles from CCC, Inc. Corporate office will start compensation for mileage immediately from the CCC, Inc. Corporate office. Compensation will be paid for both direction of travel.
- Employees are required to use CCC, Inc. vehicles unless they have prior agreements with CCC, Inc. in place to use their personal vehicle.
- Carpooling should be adhered to for all projects.
- No mileage compensation will be given for indirect routes taken to the project site.
- Mileage compensation will be handled on a subsistence basis with a per mile rate, being the same for all employees and adjusted as required by CCC, Inc. The per mile rate will be the same regardless of whether you are a driver or a passenger.
- Employees will not receive hourly pay when commuting to jobsites, only mileage, unless they are switching jobsites mid-day and the jobsite is within 60 miles of the CCC, Inc. Corporate Office.

SEPARATION

Either CCC, Inc. or the employee may initiate separation. CCC, Inc. encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Human Resource Director or his or her designee. The Human Resource Director has authority to employ or separate all other employees. Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.
2. Termination or Lay- off. Under certain circumstances, the termination or lay- off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits.
3. Upon resignation/termination, all tools in the employee's possession shall be returned to CCC, Inc. Corporate Office.

The Human Resource Director and supervisors, have authority to discharge an employee from the employ of CCC, Inc. As stated above, all employment at CCC, Inc. is "at- will." That means that employees may be terminated from employment with CCC, Inc. with or without cause, and employees are free to leave the employment of CCC, Inc. with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected CCC, Inc.'s decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to CCC, Inc. or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including CCC, Inc.'s property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of CCC, Inc. or its customers or vendors;
- Placing oneself in a position in which personal interests and those of CCC, Inc. are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using CCC, Inc. property or services for personal gain or taking, removing or disposing of CCC, Inc. material, supplies or equipment without proper authority;
- Gambling in any form on CCC, Inc. property;

- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the CCC, Inc. premises at any time in violation of CCC, Inc.'s policies.
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Human Resource Director, the employee may be asked to leave immediately or be given a period of notice.

USE/RETURN OF PROPERTY

Employees are responsible for CCC, Inc. equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Tools and/or equipment
- Credit cards
- Office/building keys or security passes

CCC, Inc. will supply all power and hand tools needed at jobsites except those listed below. Before an employee takes company tools/equipment to a job site from CCC, Inc. shop, the employee must check the tool out on the Equipment Checkout Form. If a tool is checked out under an employee's name and does not show that it was returned, the employee is responsible for that tool and must replace it. In the event of separation from employment, or immediately upon request by the Human Resource Director or supervisor, Employees must return all CCC, Inc. property that is in their possession or control. CCC, Inc. may withhold from the employee's final paycheck to cover the cost of any property, which is not returned. CCC, Inc. also may take any action deemed appropriate to recover or protect its property.

CCC, Inc. requires that Employees supply themselves with a minimum of the following hand tools: Hammer, tool belt, pry bars, tape measure (30'), chalk lines and/or any small hand tools required to complete work or tasks of any particular project.

PERSONNEL RECORDS

Personnel records are the property of CCC, Inc., and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, direct deposit accounts, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

OUTSIDE EMPLOYMENT

Individuals employed by CCC, Inc. may hold outside jobs as long as they meet the performance standards of their job with CCC, Inc. Employees should consider the impact that outside employment may have on their ability to perform their duties at CCC, Inc. All employees will be evaluated by the same performance standards and will be subject to CCC, Inc. scheduling demands, regardless of any outside work requirements.

If CCC, Inc. determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of CCC, Inc., as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with CCC, Inc.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with CCC, Inc.

Employees are strictly prohibited from using CCC, Inc. tools, equipment or materials while performing outside employment. Employees found breaking this policy will have their employment terminated.

NON- DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about CCC, Inc., CCC, Inc. employees or its customers, as a result of working for CCC, Inc. that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by CCC, Inc. or to other persons employed by CCC, Inc. who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of CCC, Inc. and their customers. The disclosure, distribution, electronic transmission or copying of CCC, Inc.'s or its customer's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to customers, and pending projects and proposals

Employees are required to sign a non- disclosure agreement as a condition of employment. Any employee who discloses confidential CCC, Inc. or customers information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential

information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of CCC, Inc.'s computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and CCC, Inc.'s telephone, voice mail and electronic mail systems.

CCC, Inc. has provided these systems to support its mission. Although limited personal use of CCC, Inc.'s systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, CCC, Inc.'s ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in CCC, Inc.'s computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of CCC, Inc. CCC, Inc. may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in CCC, Inc.'s systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to CCC, Inc. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

CCC, Inc.'s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, CCC, Inc.'s systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to CCC, Inc.'s host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Human Resource Director.
- Additions to or modifications of the standard software configuration provided on CCC, Inc.'s PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Human Resource Director.

- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Human Resource Director.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- CCC, Inc.'s computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Unlicensed software should not be loaded or executed on CCC, Inc.'s PCs.
- Company software (whether developed internally or licensed) should not be copied onto disks or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Human Resource Director.

INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. CCC, Inc. has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of CCC, Inc., its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

CCC, Inc. may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, CCC, Inc. may restrict access to certain sites that it deems are not necessary for business purposes.

CCC, Inc.'s connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be

construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

- The Internet must not be used to access, send, receive or solicit sexually- oriented messages or images.
 - Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Human Resource Director.
 - Without prior approval of the Human Resource Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto CCC, Inc.'s computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
 - Employees should safeguard against using the Internet to transmit personal comments or statements through e- mail or to post information to news groups that may be mistaken as the position of CCC, Inc.
 - Employees should guard against the disclosure of confidential information through the use of Internet e- mail or news groups.
 - Employees should not download personal e- mail or Instant Messaging software to CCC, Inc. computers.
 - The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
 - The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non- job related purposes.
 - The Internet should not be used to endorse political candidates or campaigns
- The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

CELLPHONE USE POLICY

This policy about personal cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

Use of personal cellular phones is prohibited on all jobsites, unless you are the on-site supervisor. Personal calls and text messaging must be handled on personal time. If you have an emergency situation, contact your immediate supervisor.

Use of personal or company supplied cellular phones is prohibited while driving any company vehicle or equipment. You are required to stop your vehicle or equipment in a safe location so that you can safely use your cell phone or similar device.

Under no circumstance are employees allowed to use their cellular phone or camera to take jobsite photos without prior written permission from authorized plant personal.

Employees who violate this policy will be subject to [disciplinary actions](#), up to and including [employment termination](#).

EMPLOYEE DRUG TESTING POLICY

PURPOSE

The purpose of the Employee Drug Testing Policy is to establish guidelines through which Commercial Contractors Company of Melrose, Inc. (CCC) can test its employees for inappropriate use of controlled substances, drugs or other medications which could adversely affect an employee's ability to perform his or her job, create safety issues or undermine public trust and confidence. This policy is necessary for insurance purposes, as well as the maintenance of a drug-free work place. All Present Employees of CCC and all job applicants of CCC are subject to drug and alcohol testing in conjunction with the provisions of Minnesota Statutes, Section 181.950-181.957, and the following provisions:

CCC prohibits the use, possession, sale or transfer of drugs or alcohol while the employee is working, or while the employee is on the employer's premises, employer's jobsites, or operating the employer's vehicle, machinery, or equipment. Any employee reporting to work under the influence, or possessing a detectable of drugs or alcohol in their body is in violation of the company policy, which, may result in termination of employment.

CIRCUMSTANCES FOR TESTING

- A) As a part of applicant testing, within the meaning of Minnesota Statutes, Section 181.951., Subdn.2;
- B) As part of Mandatory Routine Physical Examination Testing, within the meaning of Minnesota Statutes, Section 181.951., Subdn. 3;
- C) As part of Random Employee Testing (without notice), within the meaning of Minnesota Statutes, Section 181.951., Subdn. 4;
- D) As part of Reasonable Suspicion testing, within the meaning of Minnesota Statutes, Section 181.951., Subdn. 5;
- E) As part of Traffic Accident or Unsafe Practices Testing, within the meaning up Minnesota Statutes, Section 181.951., Subdn. 5(3) and Subdn. 5(4);
- F) As part of treatment Program Testing, following referral for counseling or rehabilitation, within the meaning of Minnesota Statutes, Section 181.951., Subdn. 6; and /or
- G) As a part of Voluntary Testing, wherein employee voluntarily submits to testing.

TESTING PROCEDURES

The program administrator ensures that all testing is done in accordance with the Scientific and Technical guidelines established by the Department of Health and Human Services for Federal drug testing, under and in accordance with the provisions of Minnesota Statutes, Section 181.953.

PRIVACY REQUIREMENTS

The results of drug tests are not disclosed without prior written consent of the employee unless the disclosure is:

- A) To the employee's Medical Review Officer
- B) To the administrator of any Employee Assistance Program in which the employee is receiving counseling or treatment or is otherwise participating.
- C) To any supervisory or management official of CCC, Inc. having authority to take adverse personnel action against the employee.

PROCEDURES

1. Applicants, new hires and existing employees are subject to routine testing for drug or narcotic usage as a part of the pre-employment, probationary or random categories.
2. Refusal to take the test, or test results reporting a presence of illegal drugs or narcotics, or the use of non-prescription drugs, shall be allowed, but maybe the basis for discontinuing an applicant in the selection process, releasing a new hire from employment, disciplinary action and/or termination for an existing employee.
3. Applicants, new hires or employees found to be involved in the illegal sale, manufacture or distribution of any narcotic drug are permanently rejected or terminated.
4. Results of drug testing are kept confidential except as may be allowed under Privacy Requirements, above and Minnesota Statutes, Section 181.954, Subdivision 3.
5. All employees who are ingesting any prescribed or non-prescription medication which could adversely affect their ability to perform their job function shall immediately report such to their immediate supervisor. Failure to report may result in disciplinary action. Fitness for duty of an affected employee shall be evaluated by the supervisor.
6. A written directive will indicate the cause or circumstances by which a supervisor has developed a reasonable suspicion that the employee is in violation of this policy.
7. No employee of CCC, Inc. will in any way interfere with, resist or obstruct any authorized supervisor from enforcing this policy. .
8. Failure to submit a sample for testing is considered a refusal and cause for termination.
9. The purpose of the testing may be, without limitation, to determine if alcohol or drug use affected the employee's actions or judgment in the conduct of the employee's work.
10. A "reasonable suspicion" or "reasonable suspicion testing" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts. CCC, Inc.'s reasonable suspicion is an unappealable and non-reviewable determination. A reasonable suspicion may include, without limitation, any case where there is documentation that an employee is or was impaired or incapable of performing his or her duties, if the employee exhibits or exhibited reduced productivity, excessive vehicle or other accidents, high absenteeism, or other behavior inconsistent with prior performance or behavior.
11. The supervisor will make the contents of the documentation available to the employee when ordered to take a drug test as a result of an incident or allegation.
12. An employee or job applicant shall have the right to explain a positive test result on a confirmatory test or request and pay for a confirmatory retest.

13. An employee or job applicant shall have all rights provided in Minnesota Statutes, Section 181.950 to 181.957, both inclusive, as the same may from time to time be amended or supplemented.

DRUG TESTING PROCEDURES

1. Personnel authorized to administer drug tests require a pictured identification from each employee to be tested before entering the testing area.
2. A pre-test interview is conducted by the testing personnel with each employee to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result.
3. The testing area of the bathroom facility is private and secure.
4. The drug testing personnel will explain the testing and observation phase to the employee.
5. The actual procedure utilized in determining the presence of controlled substances, drugs or other medications will be conducted through the use of urine samples initially screened by a reputable entity. A positive reaction to the initial testing will always require a confirming “follow-up” testing.
6. Each step in the collecting and processing of the urine specimens is documented to establish procedural integrity and the chain of custody.
7. All records pertaining to program required drug tests remain confidential in accordance with “Privacy Requirements” listed above.
8. Drug test results and records are stored and retained in compliance with federal law.

NOTICE AND POSTINGS

A copy of this policy is posted by CCC, Inc. in an appropriate and conspicuous location on CCC, Inc.’s premises, notifying current and future employees and job applicants of the adoption of this drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by employee or job applicants in CCC, Inc.’s personnel office or other suitable locations.

NO LEGAL DUTY

This policy does not impose on CCC, Inc. any legal duty to request or require any employee or job applicant to undergo drug and alcohol testing

PROTOCOL FOR POSITIVE TESTS (Per Minnesota Statutes 181.953 Subd. 10)

First Offense:

- 1) Automatic confirmatory “follow-up” test will be taken from the original sample.
- 2) If “follow-up” test results are positive the employee will be given the opportunity to submit information to CCC, Inc. explaining the positive result within 3 days of notification.

- 3) The Employee may request a confirmatory retest of the original sample, at the employee's own expense, after notice of a positive test result on a confirmatory test. Request must be submitted in writing to CCC, Inc. within five working days after notification of positive result.
- 4) Upon confirmation of a positive result, employee will be given the opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by CCC, Inc. after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. Failure or refusal to participate, as well as, failure to complete treatment will be grounds for termination of employment and denial of unemployment benefits.
- 5) An employee testing positive will be required to sign a "Last Chance Agreement". Refusal to sign will be grounds for termination of employment and denial of unemployment benefits.

Second Offense:

- 1) Automatic confirmatory "follow-up" test will be taken from the original sample.
- 2) If "follow-up" test results are positive the employee will be given the opportunity the opportunity to submit information to CCC, Inc. explaining the positive result within 3 days of notification.
- 3) The Employee may request a confirmatory retest of the original sample, at the employee's own expense, after notice of a positive test result on a confirmatory test. Request must be submitted in writing to CCC, Inc. within five working days after notification of positive result.
- 4) Upon confirmation of positive test, employment will be terminated and will result in denial of unemployment benefits.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Human Resource Director.