GARDNER

JOB SITE SAFETY RULES + REGULATIONS

POLICY SCOPE – This document is to be applied universally to all construction + service-related operations.

PROFESSIONALISM - All workers are required to conduct themselves in a professional manner, w/ courtesy, respect, + a willingness to look out for each other as a team.

PROPER ATTIRE – Any form of attire not suitable for construction, e.g., shorts, tank tops/ muscle shirts, tattered clothing, offensive print, etc., is strictly prohibited.

SAFE WORK PRACTICES - A site-specific emergency action plan must be clearly communicated. All employees are expected to actively engage in situational awareness, ask questions, + present challenge, where appropriate.

STOP WORK AUTHORITY (SWA) - All parties have the authority to stop unsafe work. You see it, you own it.

HOUSEKEEPING - Proper housekeeping is a minimum requirement, in which everyone has a degree of shared responsibility. A clean job site is exponentially safer.

PERSONAL PROTECTIVE EQUIPMENT (PPE) – Safety helmets/ hard hats and safety glasses are required during construction until the project is 100% complete.

- Safety helmets w/ chin straps (fastened) are required of Gardner + recommended to all trades.
    - Anyone performing work at ANY height - including ladder usage - on behalf of Gardner +/or a Gardner-related project must wear head protection, regardless of status of completion.
- Side shields + Z87-rated lenses, or over-the-glasses protection, are required.
- Gloves, hearing protection, fall restraint/ arrest, + other forms of PPE are required, as applicable.
- While safety toe boots are strongly recommended, construction approved footwear is required.

HIGH-VIS CLOTHING - Class 2 or greater is required when working in proximity to motor vehicles + heavy equipment, including earth moving equipment, per OSHA regulations. May require the use of hi-vis clothing above + beyond these regulations, per site assessment.

EARBUDS/ RADIOS – While radios are strictly prohibited on site, Gardner has adopted an 'One Ear Open' Policy permitting the use of personal audio devices, but only per the following conditions:

- **Only <u>one</u> personal audio device* may be worn** at any given time**.**
    - Example - AirPod in the left ear with the right ear open to ambient sound.
- **Volume must be kept low** - at a level where ambient sounds, such as alarms, vehicles, verbal instructions, or hazards, can be heard clearly, without distortion.
- **<u>Not</u> allowed in high-risk areas, including work** within ten (10) feet of heavy equipment, forklifts, +/or vehicular traffic, **or if prohibited per site-specific instruction**.
- Must **<u>not</u>** interfere with **PPE** requirements.
- **All employees must immediately remove or mute the personal audio device** when approached by another individual for the purpose of instruction +/or discussion.

LADDER SAFETY - Do not use the top step or cap as a step. All ladders must be used per manufacturer specs, including load capacity + positioning, plus applicable standards + regulations.

FALL PROTECTION – Passive +/or active systems required when working at a height of six (6) feet or greater, unless otherwise permitted per OSHA + Gardner approval. In the event client-specific requirements exceed 29 CFR 1926 Subpart M, such requirements will then apply.

SLIPS/ TRIPS – Maintain clear pathways, proper illumination, + an unobstructed line of sight. Practice proper housekeeping, e.g., cord management, site organization, spill response, etc.

STRUCK BY – Workers must be protected when working in proximity to motor vehicles + heavy equipment, including earth moving equipment, + swinging, falling, or incidental displacement, e.g., rigging failure, loose/ shifting materials, dropped tools, equipment malfunctions, etc.

CAUGHT IN/ BETWEEN – Workers must be protected from getting caught in or between moving/ rotating equipment, machines, devices, tools, or trenches, e.g., collapsing structures or materials.

ELECTRICAL – Electrocution risks on construction sites include energized conductors/ circuits, poorly maintained power tools, overhead power lines, exposed wiring, extension cords, and lightning.

GROUND FAULT CIRCUIT INTERRUPTER (GFCI) – Use is required with all 120-volt, single-phase, 15 + 20-amp receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure - including extension cords - which are in use by employees, shall have approved GFCI for personnel protection, in addition to proper cord usage in accordance w/ listing, labeling, +/or certification specifications.

ENERGY CONTROL – Workers must be protected from the unexpected energization, start-up, or release of stored energy. This is often achieved through lockout/tagout (LOTO) procedures.

CRANE OPERATION – Safe execution requires provision of a pick/ lift plan, crane inspection, operator certification, rigger/ signal qualification, site risk assessment, + other considerations, as applicable.

SAFETY DATA SHEET (SDS) – Information must be readily available for the chemicals/ products used on site. While resources will be provided, trade partners are responsible for managing their own HAZCOM program.

ABATEMENT – If asbestos, lead, or mold is suspected, such material(s) must be properly evaluated, abated, +/or remediated by a licensed abatement contractor, as applicable.

EXCAVATION/ TRENCHING – All construction must comply with 29 CFR 1926 Subpart P, focusing on worker safety and prevention of cave-ins and other hazards via the use of protective systems, safe access and egress, and required hazard controls per regulation.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) – Site-specific plan must be implemented + inspected to control erosion, sedimentation, and other sources of pollution entering stormwater runoff.

SITE SECURITY – Exercise situational awareness + take a multi-layered approach - physical + technological barriers, i.e., lighting, fencing, cameras, etc.

SMOKING/ VAPING - Not permitted on site. Offenders will be subject to corrective action, including the individual's removal from the job site, per policy.

DRUG/ ALCOHOL/ CANNABIS USE - Drug, alcohol, + cannabis use, including being under the influence from earlier use, is strictly prohibited on site. Offenders will be subject to corrective action, in addition to subsequent measures, as applicable, per policy.

WORKPLACE VIOLENCE/ HARASSMENT – Any such instance will not be tolerated + will result in the immediate removal of any offender(s) from the job site.

REPORTING – Incidents, accidents, near misses, + unsafe conditions, including emergencies, must be reported immediately to Gardner supervision.

FAILURE TO COMPLY – Failure to comply w/ applicable rules, regulations, + standards may result in disciplinary action, including removal from the job site.