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I. POLICY

A Safety Disciplinary Program has been incorporated so that consistency is maintained throughout the organization when disciplinary action is necessary. The purpose of the Safety Program is to channel all safety activities toward a single goal, i.e., the elimination of accidents.

The achievement of this goal can only be obtained through the efforts of all employees and to this end we have established a Company Disciplinary Program that will be uniformly enforced throughout all Company operations. All employees will be subject to disciplinary action if they violate company safety standards and/or safety rules.

II. SCOPE

This policy applies to all employees of Gallant Builders.

III. RESPONSIBILITY

The Gallant SH&E Program mandates that all supervisory employees accept their responsibility for the prevention of accidents on work under their direction and be responsible for the safety training and instructions of employees under their direct supervision. It then follows that these same supervisory employees are responsible for administering discipline when safety violations occur.

Under all circumstances, the supervisor shall follow the disciplinary procedure so that consistency and fairness can be maintained.

Project Managers/Superintendents are directly responsible for seeing that discipline is administered in a fair and consistent manner. The Safety Director shall provide direction and guidance to management personnel in the administration of this program.

Company officials must conduct periodic inspections of work areas to ensure compliance with safety rules and policies.

IV. PROCEDURE

Except in cases involving major violations of company safety rules and regulations, the company subscribes to a philosophy of progressive constructive discipline. What this means is that discipline will be administered for the purpose of producing a corrective change in the employee's future behavior, but if the change does not occur, then a more serious form of discipline will be administered. An example of a major safety violation would be the false report of injury to claim workers compensation benefits, fighting, use of drugs or alcohol on company property, etc. These types of violations may result in the employee's immediate discharge.

Rules of conduct have been established for project safety. These rules must be followed by all employees. Violation of these safety rules may result in disciplinary action up to and including discharge.
Project safety rules (See Jobsite Safety Policies below) must be posted on the bulletin board(s) of each project so that all employees are made aware of each rule.

The safety rules listing is not all inclusive; therefore, project supervisors and managers must not assume that a safety violation has not occurred if such act is not listed. Additional rules may be added specific to a project.

Safety rules are "rules of conduct" based primarily upon the Safety Standards established for the company. The communication of the safety rules to employees is important, but of equal importance is the enforcement of these safety rules in a fair and consistent manner. To maintain fairness and consistency, the supervisor must administer the proper discipline in accordance with the severity of the safety violation, proper discipline determined as follows:

1. Has a safety violation been verified?

2. Has a similar violation occurred before?

3. If so, what discipline was administered?

If the supervisor can answer yes to (1) and (2) above, then it is "fair" to administer discipline. If the discipline administered is similar to that administered previously for similar offenses, then "consistency" is maintained.

The typical disciplinary action pattern is as follows; however, the severity of a violation will determine the level of disciplinary action administered. Gallant Builders reserves the right to deal with each and every violation on an individual basis.

1. Verbal Reprimand - The supervisor will inform the employee that he/she has committed a safety violation which, if repeated, could result in further disciplinary action.
2. Written Reprimand - A formal written notice will be issued by the supervisor informing the employee of the safety violation and notifying the employee that future violations may result in suspension or discharge from work.
3. Suspension - The employee's supervisor will inform the employee that he/she is suspended from work without pay for a specified period of time for a violation of company safety rules or regulations, and that future violations may result in discharge.
4. Discharge - Employment will be terminated as a result of a major safety violation or a pattern of safety violations.

Whenever discipline is administered, proper documentation of the action taken should be maintained. The documentation should state what safety rules were violated, the level of disciplinary action administered and any other comments the supervisor wishes to note relative to the incident.

After a violation is made, the supervisor is to meet with employee(s) to discuss the infraction & inform individual(s) of the rule or procedure that was violated and the corrective action to be taken.

JOBSITE SAFETY POLICY

GB requires that employees, subcontractor personnel, and any other authorized visitors to the site, to comply at minimum, with the following jobsite safety policy:

All subcontractors, site personnel, or other authorized visitors to any GB site shall immediately report any potential safety hazard to the onsite GB representative. Any hazard that cannot be immediately resolved by the superintendent on site must be reported directly to Brian Kyne (713-906-6764) or Derik Lundy (713-275-9900).

- **All site personnel have the authority to stop work in progress if an unresolved hazard or imminent danger exists.**
- **Subcontractor foremen, at minimum, are required to stop work and participate in GB's weekly site safety meetings. It is the foreman's duty to convey the safety message to the entire crew under his/her supervision. GB may, in the sole discretion of the GB site representative, require the mandatory attendance by all site personnel at any safety meeting.**
- **GB site personnel shall issue safety request forms each week to document safety compliance status on site, both positive and corrective.**
- **All site personnel operating equipment or tools which by law require third party certification in order to be operated in the workplace, will be subject to random audits by GB personnel or their designated representative. These audits will require the operator to produce evidence of certification. Some examples of equipment tools that require certification by law include laser levelers, powder-actuated guns, powered industrial trucks, scaffold competent person and scaffold user certification, trench competent person, and so forth.**
- **All personnel must wear personal protective equipment appropriate to the task.**
- **Hard hats are required. Any exception requires written permission by the site GB representative. Safety request forms may be used by GB to provide written permission when appropriate.**
- **Safety glasses are required. Any exceptions require written permission by the site GB representative. Safety request forms may be used by GB to provide written permission when appropriate.**
- **No tennis shoes. No sleeveless shirts. No shorts.**
- **No AM/FM radios, CD players, etc. are allowed to be used on site. The GB Site Superintendent may have a weather radio on site to monitor hazardous weather conditions.**
- **All subcontractors must have a first aid kit on site and readily available for their crew. A regular inventory of this kit must be made to ensure that necessary items are available.**
- **All subcontractor personnel MUST NOTIFY the GB representative of ANY AND ALL HAZARDOUS MATERIALS brought onto any GB site and the purpose of its presence in the site. This includes, but isn't limited to, gasoline for gas powered equipment, lacquer thinners, etc. Subcontractors are FORBIDDEN to use these products on site without prior notification to**

GB personnel so that their use can be scheduled and planned to ensure that adequate safety measures are in place prior to use. Hazardous materials are NOT to be stored on site without GB approval and then only in an approved storage facility or cabinet.

- **All subcontractors must obtain SDS (Safety Data Sheets) from suppliers, clients and others as applicable for each hazardous substance being used on the site by the subcontractor. The subcontractor shall maintain the SDS's in an accessible location on the jobsite at all times. The subcontractor must inform their crew and the GB Site Superintendent of the location where the SDS will be kept.**
- **Housekeeping; debris must be removed in a timely manner to keep flammable/combustible fire load to a minimum and to prevent fall hazards.**
- **Smoking is forbidden except in designated areas.**
- **The safety record of each job will be a consideration toward the overall performance of work.**
- **Each GB site representative has the authority to implement additional, or more stringent safety measures, on site at any time.**
- **Ground Fault Circuit Interrupter's must be used at all times.**
- **Electrical cords must have sound insulation, grounding prongs as required, and meet all other requirements necessary to be in proper working order.**
- **Lockout / Tagout procedures in accordance with 1926.147 must be followed. Only electricians should open the electrical panels.**
- **Cutting, welding, or other "hotwork" must have the proper PPE and fire extinguishers within 15 feet.**
- **Tools must be in good working order.**
- **Ladders must be in good working condition, and used according to applicable standards.**
- **Fall protection must be used as required on all heights over 6 feet.**
- **Scaffolds must be built and used according to applicable standards.**
- **Holes and other openings must be barricaded and /or covered with the cover secured and marked in bright paint "hole" or "cover".**
- **A site specific evacuation plan and fire plan must be created for the particular project. The plans must be communicated and understood by all subcontractor employees on site. GB's**

site supervisor shall establish a project-specific evacuation plan and fire plan which addresses key elements (notification and warning methods, routes of exit, meeting places, head counts, etc.) for each plan. GB shall be responsible for foremen head counts; each foreman is responsible for the head count of his own crew. Each subcontractor has a duty to maintain an evacuation and fire plan specific to their scope of work and to ensure that the subcontractor's plan does not conflict with GB's overall site plan but works cooperatively with GB's overall site plan. Both the overall site plan developed by GB, and each subcontractor's individual plan for their crew, must be communicated and understood by all workers on site. GB's site supervisor shall conduct a safety meeting and document on the safety meeting form that these plans were communicated to the employees on site. All persons who attended the meeting will sign this form. All subcontractors must make sure that this information is communicated to their new employees and any of their subcontracted employees prior to their reporting to the work area.

- **Each subcontractor on any GB site is individually responsible for his company's compliance with all regulatory health and safety requirements. Violations of any GB safety requirement, including but not limited to Gallant Builders Drug Free Workplace Program, Subcontractor Insurance required by GB, violations of this jobsite policy or any other applicable local, state and federal rules, regulations, policies and safety practices may result in removal from any Company jobsite.**

- **If an incident occurs on site with any person, whether construction personnel or third parties, take the following actions:**
  - **Do not move the injured person.**
  - **GB or Site Safety Team Member to call 911 if necessary**
  - **GB to notify Client Management immediately**
  - **GB Superintendent to call SMC Safety Director immediately**
  - **Follow GB incident investigation procedure to document the incident, utilizing the GB Accident Incident Form and the Corrective/Preventative Action Report**

  NOTE: If injury is critical, call 911 FIRST and then notify any other necessary personnel

- **All personnel on site must treat the client, the client's employees and visitors to the site with respect and courtesy.**

- **No contractor or his personnel may deviate from these rules, or any regulatory safety, health or environmental regulation, or other safe practice as may be required for safe jobsite operations without the written permission of the GB Safety Director.**