

Construction Personnel by Grus, Inc. Background Check Authorization / Safety Policy

It is the policy of Grus, Inc. that every employee is entitled to work under the safest possible conditions. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection, and the health preservation. It is a mandatory condition of employment that you follow all safety rules required by Grus, Inc. and the client company to which you are assigned.

Mandatory Safety Rules

Always use Personal Protective Equipment where required.

Never lift more than the maximum permitted by the client company or your physician.

Never operate any powered industrial vehicles unless you have been trained and certified to do so.

Never operate machinery without the proper guards and safety devices in place.

Never operate machinery or power tools that you have not been trained to use.

Never operate a piece of equipment that appears to be unsafe.

Never use chemicals that you cannot identify or have not been trained to use.

Always know the location of the Material Safety Data Sheets.

Never enter into horseplay or malicious conduct while on jobsite.

Never bring, use, or sell illegal drugs on company property.

Never bring any type of weapon or firearm onto workplace property.

Always report unsafe working conditions to your onsite supervisor and to Grus, Inc.

Personal Protective Equipment

Personal protective equipment (PPE) includes all clothing and other work accessories designed to create a barrier against workplace hazards. Ask your supervisor for training as to the type of PPE to be utilized for the job you are doing, along with the proper way to use, clean, store, and dispose of it.

- Safety shoes that meet nationally recognized standards are to be worn by all construction workers. In addition to safety shoes, welders, metal lancers, or anyone working around molten metal should wear canvas or leather leggings and spats.
- When needed, workers should wear work gloves in good condition that are suited to the type of work included. Appropriate glove must be worn when working with chemicals, electrical devices, blood, or objects that cut or pierce the skin. Defective gloves must be destroyed.
- Respirators (air purifying devices) should be worn when exposed to toxic chemicals. Respirators are used to reduce the amount of airborne contaminants that you breathe.
- Eye and face protection such as safety glasses, chemical goggles, and face shields must be used in order to protect you from chemicals, radiation, or flying particles.
- Safety harnesses should be worn by employees working at elevated levels which are not protected by handrails or when working from suspended scaffolds.
- Hard hats must be worn when working below other workers or under machinery or processes that might cause materials to fall.
- No person shall start without proper clothing. Hard hats, long pants, shirt with sleeves and hard sole boot for all personnel at all times. Clothing must be free of tears or frays.

Extreme Weather Conditions

Exposure to extreme heat or cold can cause serious medical conditions. To help prevent symptoms from extreme heat, take frequent breaks to cool your body, wear light colored cotton clothing, and wear a head covering such as a hard hat. Drink at least 6-8 oz of water or sports drinks. Avoid drinks with caffeine this will hinder the body's cooling mechanism. To avoid extreme cold conditions, such as hypothermia, wear the proper clothing, including hat and gloves. Wear layered clothing so you can adjust to the changing conditions. Take frequent breaks in warm dry locations. Drink warm sweet beverages, work during the warmest parts of the day and watch for symptoms of hypothermia. Take appropriate corrective action.

Machine Guarding

Unguarded equipment can cause serious injuries. Do not remove or alter guards in any manner and NEVER attempt to reach in, under, around, or through a guard to the point of operation. Never operate power tools or machinery without obtaining permission first, and always have the supervisor demonstrate the safe way to

operate the equipment. Never leave a tool or machine running while unattended. Be sure to control long hair and remove any loose clothing or jewelry that could be caught in a machine.

Confined Space Entry

Never enter a space that is marked **Confined Space** unless you are authorized and trained to do so. If a space is not marked and you feel it is not safe, do not enter. Alert your supervisor and Grus Inc. about your concerns. Examples of such are vaults, pits, manhole, trenches, vessels, tanks, vats, silos, hoppers, and storage bins.

Fall Protection

Safety harnesses should be worn by employees working at elevated levels which are not protected by handrails or when working from suspended scaffold. Always select fall protection systems appropriate for given situations.

Material Safety Data Sheets

A material safety data sheet (MSDS) contains the Information required by the "Hazardous Chemicals Inventory." The MSDS will be the most current one supplied by the chemical manufacture, importer or distributor. You have the right to view these. The Superintendent is responsible for obtaining and maintaining the file of MSDS's. Copies are to be maintained at each jobsite and are readily accessible to employees upon request. If you come in contact with a chemical, the MSDS sheet for the chemical must be taken with you to the health facility.

(Lock/Tagout) The Control of Hazardous Energy & Electrical Safety

Never attempt to clean, repair or service a machine while it is in operation. Do not attempt to start a machine that has a power switch locked or tagged indicating that the equipment is under repair. Do not use machinery or tools that have exposed wiring and other electrical parts. Do not route flexible cords through holes in walls, floors, ceilings, or across floors and aisles.

Training and Bulletins

Grus, Inc. is committed to implementing and maintaining all aspects of the OSHA Employee Rights. Your rights and responsibilities regarding *Occupational Safety and Health Act* are explained in detail in the *Job Safety and Health Protection Notice*. **All Grus employees agree to participate in all jobsite, website and email safety programs. If you have any questions regarding safe work procedures please contact Grus, Inc. at 888-230-9908.**

Safety Violations

A warning shall be given for any safety violation. A second major warning within a six (6) month period for a major unsafe act will cause an immediate dismissal. Severe safety violations may result in immediate termination without warning.

Drug Free Workplace

Any employees found to use, possess, or otherwise engage in the use of controlled substances will be terminated. We require all employees to take a drug screen at the time of an accident.

Accident/Injury Procedures: If any Employee gets hurt on a job site, follow these steps

- Report all accidents immediately, no matter how minor, to job supervisor and to the Human Resource department at Grus. Call Toll Free at 888-230-9908 for complete information.
- In an emergency situation, DO NOT WAIT; seek medical attention immediately. You may seek attention from any medical provider available. (All referrals to specialist, hospitalization or diagnostic testing must be pre-approved.)
- A drug test will be required; to be performed by the medical treatment facility at the time of treatment for the injury.
- Upon receiving medical attention, an accident report must be completed. We will have these documents faxed to you. This report must be submitted WITHIN 24 HOURS after the injury.

Background Check

I have been informed in writing that a consumer report may be obtained on me for employment purposes. I hereby authorize the procurement of the report and authorize and direct the release to Grus or Agent an independent contract agency, information held by any parties regarding my previous employment, my criminal history record and/or record of convictions in state and local files for violations of any federal, state, local statutes or ordinances, my credit history, worker's compensation history, driving record, and scholastic records and hereby release said persons, schools, companies, courts, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed periodically by Grus or Agent and reported to my prospective employer. I hereby acknowledge that Grus or Agent cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly, I release Grus or Agents and/or my prospective employer from any and all liabilities arising out of any errors or omissions regarding my background information and authorize Grus or Agents to release any and all information to my prospective employer.

Fraud

It is a crime that is punishable by fine and imprisonment to make a fraudulent worker's compensation claim. Additionally, the awareness level of employers and insurance carriers has increased dramatically, making filing fraudulent claims risky business. I understand that if I knowingly file fraudulent claim that I will be prosecuted. I understand that I will be required to complete an accident investigation form that includes a fraud disclaimer.

I have received Grus, Inc. safety policy and I have been instructed to report any unsafe jobsite practices and conditions that I observe to Grus, Inc.

Employee Signature

Date

Print Name