



Proof of Training

Print name: _____ Signature: _____ Date: _____

New to Unger Construction (NTU) Policy

Purpose

This policy is intended to help keep new Unger Construction employees whether experience journeymen or inexperienced apprentices safe and performing to the expectations of the Unger Way.

Scope

This policy will apply to all work performed by Unger Construction employees and subcontractors including, but not limited to, the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines.

Objective

The objective is to ensure the NTU employees are supervised, trained, mentored and managed in order to prevent: personal injury, injury to others, environmental damage or property damage. By establishing formal mentors new Unger employees learn their roles, responsibilities, safety procedures and the Unger Way quickly and in a stress free manner. Providing easy identification of new to Unger employees enables a wide network of informal mentors and coaches via their more experienced peers.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

Supervisors (Superintendents and Foreman)

Supervisors have the following responsibilities. Know which jobs and crews are using NTU employees. Develop job hazard analysis (JHA), safe work plans. Communicate job hazard analysis (JHA), safe work plans to all NTU employees upon initial assignment and when the operation changes. The selection of mentors for NTU employees based on the following criteria: History of safe work and safety policy

knowledge, proper knowledge and skills for the assigned task, the ability to communicate the expectations and characteristics of the associated hazards and work tasks, demonstrate a positive work ethic at all times, and participate appropriately in safety meetings. The supervisor is responsible for ensuring the NTU employee is gaining the necessary knowledge and skills in our safety procedures and job tasks. Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Mentor (Coach)

Mentors have the following responsibilities. The desire and willingness to devote the necessary time to succeed as a mentor, possess a patient disposition avoiding criticism in order to build the NTU employees confidence, willing to watch the NTU employee perform the job without interfering as long as the NTU is not in a position to harm themselves or others or the environment or equipment, willing and able to listen effectively to determine if the NTU is retaining the knowledge and is truly learning the Unger Way, refrain from taking short cuts and doing anything else that would jeopardize health or safety, stop unsafe acts immediately and correct unsafe conditions immediately, the ability to create JHA's and safe work plans.

NTU Employees

NTU employees have the following responsibilities. The willingness and ability to watch and listen to their mentor, establishing a positive attitude towards safety and the assigned tasks, learn to perform each task in a safe and environmentally sound manner, learn how to create JHA's and safe work plans, participate appropriately in safety meetings, refrain from taking short cuts and doing anything else that would jeopardize health or safety, stop unsafe acts immediately and correct unsafe conditions immediately.

Hazardous Material Survey

Unger Construction requires hazardous materials surveys before demolition or renovation work begins. The survey shall include all of the following: A visual inspection of a facility or a portion thereof for suspect materials, sampling and laboratory analysis of any suspect materials found for the presence of asbestos. The hazardous materials survey will also furnish a written report that includes: a description of the area(s) visually inspected, a detailed description of any suspect material sampled, the results of any laboratory analysis of suspect materials, the method of analysis, and the total amount of asbestos containing material. Typically a floor or roof plan is included with the report to reference the written information visually.

The person conducting the survey must be certified pursuant to OSHA and/or EPA regulations. The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey needs to be kept in a project file so that it can be accessed when working on future projects.

If lead or asbestos have been confirmed to be present employees and subcontractors must follow Unger Construction's Lead and/or Asbestos program. If hazards such as asbestos or lead will be disturbed during remediation, a properly licensed professional must perform the work and follow appropriate regulations.

Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

Training

NTU employees will receive an initial employee orientation and their first day of mandatory safety training at the main office before being dispatched to the jobsite. Topics include but are not limited to: Management's Safety Expectations, General Safety Rules, personal protective equipment (PPE) and Injury reporting. When the NTU employee arrives at the jobsite they will be given an additional orientation that includes but is not limited to: an operational overview of the project, job hazard analysis (JHA's) and safe work plans for their scope of work as well as emergency action plans. On the second day of employment or the following Monday (to be determined by the supervisor) the NTU will

report to the main office for their second day of mandatory safety training. Craft employees that have not completed the safety training by the end of the second week of employment with Unger Construction will be subject to disciplinary actions.

Craft employees working less than two weeks, will not be required to attend the second day of safety training.

General Rules

NTU employees regardless of experience will work under the direction of Unger Constructions experienced personnel (mentor/coach).

NTU employees are typically enrolled in this program for the following durations; Journeyman 2-4 weeks, Apprentice 4-8 weeks. In essence they must be given enough time to demonstrate the knowledge and skills to perform their tasks the Unger Way.

A crew of 5 or less employees should not include more than 1 NTU employee at a time. A crew shall not have more than 20% NTU employees without the approval of the project manager and the superintendent.

Regardless of their experience a single person crew cannot be an NTU employee.

In certain situations NTU employees may be prohibited from working on high hazard tasks or in high hazard areas.

Identification System

It is important that supervisors and coworkers recognize an NTU employee therefore an identification system is used for this purpose. The identification system is a means of communicating to the workforce that the NTU employee is in a transitional period. It is not a designation of inferior skill. NTU employees will be identified by an orange colored hard hat.

Completing the Transition

When the supervisor and the mentor agree the new craft employee has demonstrated the following: they do not take unnecessary risks, they ask for help when it is needed, they understand their stop work authority and have intervened to stop unsafe acts or to correct unsafe conditions, they work in a craftsman like manner, they follow the safety policies and procedures, they regularly wear their PPE, they participate in safety meetings, they have a clear understanding of their tasks and the Unger Way. The supervisor will remove the orange hard hat and provide the NTU employee with a white Unger Construction hard hat.