



Employee Handbook

Updated 2015

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Welcome to H&W Construction Company, Inc.

We would like to welcome you to H&W Construction Company, Inc. Our Company was established in April of 1973, and was the offspring of Aikens Construction Company established in 1931.

We are an aggressive commercial and residential general contractor who prides itself in work well done in an expedited manner.

As an employer, we expect a loyal and trustworthy attitude with respect to not only the owners of this Company, but to every customer this Company represents. We hope that you will enjoy working for us and that our relationship will be beneficial to you and the Company.

The following pages are guidelines and helpful information about our Company. We urge you to read this pamphlet thoroughly.

Thank you,

Walter H. Aikens

Walter H. Aikens
President

About our Handbook

H & W Construction Company, Inc., has always believed in promoting an atmosphere of open communication and cooperation among all of our employees. This Employee Handbook reflects that belief. It supersedes, in all respects, any prior handbook prepared for our employees to provide you with general information about some of your benefits, and the highlights of rules and policies under which we operate.

We could not begin to explain every Company policy or rule or benefit in this Handbook, and its provisions can be considered as no more than general summaries of the benefits, work rules and policies they address.

While we hope our personnel actions will continue to be positive from time to time, our Company may unilaterally, in its discretion, amend, supplement, modify, or eliminate one or more of the benefits, work rules or policies described in this Handbook, or any other employment benefits, work rules or policies, without prior notice.

Statement on Merit Shop

Our firm, like most of the businesses and institutions throughout the United States, is union-free. There is always a chance, however, that in the future a labor union organizer will try to persuade some of our employees to sign union membership or authorization cards. For this reason, it is important that you understand our position concerning unions.

Here at H&W Construction Company, Inc., we believe in a pro-employee atmosphere, so we do not feel that employees need or want someone outside to represent him or her. They can speak for themselves. It is not necessary for them to pay union dues or to risk strikes in order to receive competitive wages and benefits or to be treated fairly. As a matter of fact, employees here receive comparable wages and benefits and have the same or better working conditions than union employees in similar jobs.

While you have the legal right to jobs and labor unions, you also have the legal right NOT to join a union. Here at H&W Construction Company, Inc., we believe in promoting a pro-employee relationship by remaining union-free. As a result, we are able to offer several advantages. For instance, along with labor unions usually come many changes, such as:

- Loss of individual freedom to discuss and solve your problems directly with us without union involvement
- Compulsory union membership and dues
- Union striking assessments
- Union discipline, fines, suspensions and expulsion from membership
- Union control over members through its constitutions and by-laws
- Union politics
- Union coercion and violence
- Union boycotts and strikes resulting in loss of job, sometimes temporarily, sometimes permanently

Unions are organizations to which employees pay monthly dues to represent them in their dealings with management. A union serves as a go-between, a third person between the employee and his supervisor and the other members of management. In other words, unions can foster job insecurity, dollars out of your pocket and loss of your independence, to say the least.

As for fair treatment, that is the responsibility of your supervisor and the other members of management, with your doing your part as well. We encourage you to discuss with your supervisor any working problems that may arise, and also to discuss with him or her any other problems that you care to bring to them. Above all, if something is bothering you, tell us. Don't keep it bottled inside.

We believe that we have the ability, the interest, the methods, and the personnel to solve our problems by working together – without interference from union outsiders. You can be

certain that we will constantly seek to maintain respect for your welfare and job security. Based on this statement, we believe that a labor union is unnecessary and unwanted here.

We want to stay non-union here. Your fellow employees apparently feel the same way, as evidenced by the fact that there is no union here. If you worked non-union before, we think you'll see even more advantages to working here. If you worked union before, we think you'll enjoy the different atmosphere in a non-union facility.

Welcome aboard. Good luck in your job. You do your part and we'll do ours, all contributing towards providing essential services to our customers.

Employment Policies

Employment of Relatives

H&W Construction Company Inc., permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Company, create actual or perceived conflicts of interest. The Company will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same Company facility, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that the other relative could influence one relative’s work responsibilities or career progress.
- No relatives are permitted to work in the same department or in any other positions in which, the Company believes an inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if in the opinion of the Company, an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time or asked to seek other employment.

These policies apply to all categories of employment after June 2002.

Pre-employment Screening

In order to ensure that our company is hiring a safe employee and maintain a safe working environment H&W may require the applicant to comply and pass the listed criteria below dependent on the job they being hired to perform.

- Pre-employment Physical
- Drug and Alcohol Screening
- Employment Background check

In 2012 H&W instituted that all employees that are new hires will be required to undergo a pre-employment drug screen. This screen is to ensure that we are retaining an employee that has drug free life style and understand H&W Constructions Philosophy of maintaining a clean, safe work environment. Along with this pre-employment screen job applicants will undergo a employee background check. All information will be kept private between the employer and the new employee and the new employee must sign a waiver indicating their knowledge of the background check being performed. At the inception of employment the employee will be given a job description that will briefly outlines the duties that he or she will be asked to perform under their employment. H&W will strive to do this so that the proper expectations are outlined for the new hire.

Introductory Period

All employees are hired on a three-month (90 day) introductory period to allow us to get acquainted and assess whether you are properly suited for the job to which you have been assigned. This period is subject to an extension at the discretion of your supervisor. Near the end of your three-month period, your supervisor will discuss your performance with you, and the Company will make a decision about granting you continued employment, extending the introductory period, or terminating the employment relationship.

Your successful completion of this introductory period does not result in any change in the employment at-will relationship.

Medical Examinations

H&W Construction Company, Inc., reserves the right, for the health, safety, productivity and security of persons, property and facilities, to require applications for employment, and employees to submit a medical or physical examination at any time by a physician designated by, or approved by the Company at the Company's expense. Such examinations can include, but are not necessarily limited to, blood, urine, or other tests for evidence of the presence of alcohol, drug and perception altering substances in the body, as well as for evidence of infections and/or other diseases. Current employees may also be required to take physical examinations in certain circumstances, but not to be limited to:

1. Return from extended absences
2. To comply with Department of Transportation Motor Carrier Safety Regulations. The Company will pay for the cost of the exam, which will be conducted by a company-appointed physician. If there is a second examination requested and the employee fails, the cost will be the employee's responsibility.
3. Any other job related situation deemed necessary by the Company
4. Immediately following any accident, injury or illness.

Random examinations may be required by management whenever deemed necessary. These examinations are done for the safety of people and equipment. Any information obtained through such examinations may be retained by the Company and is exclusively the Company's property.

Drug Testing/Physical Examinations

The Company reserves the right to require that all new employees successfully complete a pre-employment physical/medical examination. Such examination will be given after the employee has been made a conditional job offer (conditioned on successfully passing the examination), but before the applicant begins working. This examination may include testing for the presence of drugs, alcohol or other substances subject to abuse. Applicants for employment may also be required to submit to a drug/alcohol test before further consideration is given to their application. Current employees may also be required to take medical examinations that are job related and are of a business necessity. This will be done at the Company's expense.

Drug & Alcohol Abuse Policy

This Company has a strong commitment to all H&W Construction Company, Inc., employees to provide a safe and healthy work environment. The Company expects all our employees to report to work in a condition to perform their duties. The possession or consumption of alcohol or drugs on Company property, or being under the influence of them, are inconsistent with these objectives. The Company's policy with respect to alcohol and drugs is as follows:

- The illegal use, sale or possession of narcotics, drugs, alcohol or controlled substances while on the job or on Company property is a dischargeable offense. Drinking alcoholic beverages on Company property is prohibited.
- Employees will not be permitted to work while under the influence of drugs and alcohol. Individuals who are not "fit for duty," will be relieved from duty and may be subject to a physical examination at a Company medical facility. Refusal to comply with a physical examination may result in disciplinary action, up to and including discharge.
- Employees who are convicted of off-the-job drug activity may be considered to be in violation of this policy. Management will take into consideration the nature of the charges, the employee's job assignment, the employee's record with the Company, and other relative factors of the employee's conviction upon the conduct of Company business may result in disciplinary action up to and including discharge.
- Off-the-job illegal drug use, which could adversely affect an employee's job performance could jeopardize the safety of other employees, the public, or Company facilities, may result in disciplinary action, up to and including discharge.

DOT Random Drug/ Alcohol Screen
Procedure for positive test results
As stated by the Department of Transportation

1. As an employer who receives a verified positive drug test result, H&W Construction Co must immediately remove the employee involved from performing safety-sensitive functions. This action must be taken upon the initial report of the verified positive test result. Do not wait to receive the written report. When an employee has a verified positive, adulterated, or substituted test result, or has otherwise violated a DOT agency drug and alcohol regulation, H&W Construction Co may not return the employee to the performance of safety-sensitive functions until or unless the employee successfully completes the return-to-duty process of Subpart O of the DOT safety regulations guide.
 - a. An adulterated or substituted drug test result is to be considered a refusal to test and is to be treated as a verified positive test result.
2. As an employer who receives an alcohol test of 0.04 or higher, H&W Construction Co must immediately remove the employee involved from performing safety-sensitive functions. If an alcohol test of 0.02 – 0.039 is received H&W Construction Co must temporarily remove the employee involved from performing safety-sensitive functions as provided in applicable DOT regulations. This action must be taken upon the initial report of a positive test. Do not wait to receive the written report.
 - a. An alcohol test of 0.04 or higher will require that the employee in violation of DOT drug and alcohol regulations, complete the return-to-duty process prior to returning to a safety-sensitive position within the company.

Return to Duty Active Duty Process

1. H&W Construction Co will supply each employee who violates a DOT drug and alcohol regulation a list of SAPs (Substance Abuse Professionals) readily available to the employee and acceptable to H&W Construction Co, with names, addresses, and telephone numbers. There will be no charge to the employee for the provision of this list.
2. Each employee who violates a DOT drug and alcohol regulation must contact a SAP from the list provided and schedule an initial evaluation. From this evaluation the SAP will determine a treatment program for the employee to complete in order to return to DOT safety-sensitive duty.

- a. The SAP evaluation and all subsequent treatments and tests will be at the expense of the employee in violation of DOT drug and alcohol regulation.
 - b. As an employee with a DOT drug and alcohol regulation violation, when you have been evaluated by a SAP, you must not seek a second SAP's evaluation in order to obtain another recommendation.
 - c. As an employer, H&W Construction Co must not seek a second SAP's evaluation if the employee has already been evaluated by a qualified SAP. If the employee, contrary to paragraph (b) of this section, has obtained a second SAP evaluation, H&W Construction Co may not rely on it for any purpose under this part.
3. As an employer, if H&W Construction Co intends to permit the employee to return to the performance of safety-sensitive functions, we must first ensure that the employee takes a return-to-duty test. This test cannot occur until after the SAP has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties
 - a. H&W Construction Co must not return an employee to safety-sensitive duties until the employee meets the conditions of paragraph (3) of this section. However, H&W Construction Co is not required to return an employee to safety-sensitive duties because the employee has met these conditions. That is a personnel decision that H&W Construction Co has the discretion to make, subject to collective bargaining agreements or other legal requirements.

Need for Help – Assistance Providers

H&W Construction has a strong belief on creating a clean healthy life style for their employees but can also understand the trappings of how life can be affected by the abuse of drugs and alcohol. If individuals feel that they are trapped with this type of life style we hope that they can take the time to talk to their supervisors to seek guidance on how to beat the problem. Attached below are a list of providers in the Winchester Area that can offer help in combatting these difficulties in life. These organizations can help offer additional education programs that can help with Substance abuse.

Phoenix house Mid Atlantic --- 703-940-0598 x1

Bridging the Gaps Inc -----540-346-4106

Roxbury Treatment Center ----- 866-655-7360

Equal Employment Opportunity Policy

H&W Construction Company, Inc., is an equal employment opportunity.

The Company has an established policy to recruit, hire, train, transfer and promote without regard to race, religion, color, sex, national origin, marital status, age, disability or Veteran's status, in accordance with applicable laws.

Any incident or situation that you believe involves illegal discrimination or harassment of a sexual nature, or because of the above described characteristics, by a co-worker, a supervisor or any others should be brought to the immediate attention of your supervisor or senior management for investigation and any corrective action that the Company determines is appropriate, including discharge, in our discretion.

Our Company will not tolerate any name-calling, fighting, racial remarks, threats, slurs, jokes, malicious or reckless behavior or any other unlawful discrimination or harassment. These actions can cause emotional suffering and mental anguish, which can affect a person's work and frame of mind. Any such conduct is prohibited.

Orientation

During your first day of employment, you will participate in an orientation of your department and job given by you supervisor.

During this orientation, you will receive important information regarding the performance requirements of your position, basic Company policies, compensation, plus any other information necessary to acquaint you with your job and the Company. At this time, you will be required to present to the Company information establishing your identity and eligibility to work in the United States in accordance with applicable Federal Law.

Your supervisor will also review hours of work, personal phone calls, job safety, introductory period, absence and call-in procedure, reporting accidents and the importance of confidentiality, etc.

Performance Appraisals

We believe that you should have an opportunity from time to time to review your work performance with us, and to discuss your job-related concerns, your interests and your career goals. Accordingly, in your first years of employment, you will receive appraisals by your supervisor after approximately three (3) months and again at the completion of twelve (12) months of employment. Thereafter, you will receive a review on an annual basis. Special performance reviews may be conducted at any time at the discretion of the Company.

Nothing herein is to be considered a waiver of the firm's right to hire, transfer or promote employees as needed for the efficiency of the Company's operations.

Layoffs

Nobody likes layoffs, and H&W Construction Company, Inc., uses every available means to keep up a steady workload and maintain a steady employment level. However, our workload can fluctuate to seasonal conditions, economic difficulties, etc., and it may occasionally become necessary to reduce our staff.

If a cut back becomes necessary, an effort will be made to determine which jobs must be eliminated in order to keep as many people working as possible. The affected employee will then be notified.

When hiring is resumed after a layoff, the Company will use every reasonable effort to recall laid-off employees based on organizational requirements.

Company Driving Standards

1) Driving Record –

Prior to hiring any new employee for a position that regularly includes driving a Company vehicle, a copy of the individual's current driving record must be on file.

It is the Company policy not to hire any person for a driving position if their current record indicated twelve negative (-12) accumulated points.

Employees who have driving positions and accumulate over eight negative (-8) points will be reviewed at the discretion of the Company. They may be placed on a probationary basis until they have reduced their point total to no greater than a maximum of six negative (-6) points.

Employees who continually accumulate points will be subject to transfer to a position that does not require the driving of Company vehicles, if such position is available, or they may be subject to discharge at the Company's discretion.

2) Department of Transportation Physical –

All new and current employees required to operate a Company vehicle that is regulated by Department of Transportation Standards will have to take the required Department of Transportation exam and successfully meet those standards to qualify for this position, as mandated by Federal Motor Carrier Regulations.

- 3) The following applies for **ALL** drivers of Company vehicles:
- a. All accidents involving a Company vehicle will be subject to a review to determine preventability of the accident.
 - b. If there is a second accident, and negligence is a factor within one (1) year's time, the driver may be terminated.
 - c. All accidents must be reported.
 - d. All employees assigned a Company vehicle are held responsible for that vehicle.
 - e. Spouse, family members or friends are not allowed to operate Company vehicles.
 - f. Company vehicles are for Company use only.

Personnel Files

The Company maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with the Company, such as performance, appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation. You may review your personnel file on an annual basis. If you are interested in reviewing your file, contact your supervisor, who will schedule an appointment.

To ensure that your personnel file is up-to-date at all times, notify your supervisor of any changes in your name, telephone number, home address, marital status, dependents, beneficiary designations, individuals to notify in case of an emergency, and so forth.

Sexual Harassment Policy

The Company has a policy concerning sexual harassment which may be generally defined as any unwelcome sexual advances, request for sexual favors, suggestive language, etc., whose submission to or rejection of has been an expressed or unified criteria affecting employment or employment decisions, (i.e.: job assignments, compensation promotions, administration of Company policies, separations, etc.), resulting in an intimidating, and hostile work environment.

The Company does not approve of nor tolerate any behavior of this type. Employees (both male and female) who believe they are victims of sexual harassment should advise their immediate supervisor or other appropriate senior management so that disciplinary action may be taken. All complaints and related information will be investigated and kept strictly confidential.

Our Company will not tolerate any unlawful harassment; any such conduct is prohibited.

Compensation Policies

Employee Categories

- Introductory Employees – Newly hired employees who have not successfully completed three (3) continuous months of service.
- Regular Full-time Employees - Employees who are regularly scheduled to work a minimum of forty (40) hours per week and have successfully completed their introductory period.
- Regular Part-Time Employees – Employees hired to work fewer than three (3) days or twenty-five and a half (25-½) hours per week on a regular basis. Such employees may be “exempt” or “non-exempt,” as defined below:
 - Non-Exempt Employees – Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty hours in a work week, in accordance with applicable Federal wage and hour laws.
 - Exempt Employees – Employees who are not required to be paid overtime, in accordance with applicable Federal wage and hour laws, for work performed beyond forty (40) hours in a work week. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are exempt.
- Temporary Employees - Employees engaged to work full time or part-time with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note: employees from a temporary employment agency are employees of the respective agency and not of the Company).

Employees working less than three (3) days or twenty-five and a half (25-½) hours, or who are not on regular payroll are not eligible for benefits.

Pay Procedures

All employees are paid by check on a Bi-weekly basis, usually on Fridays. All required deductions and advances, such as medical benefits, garnishes, 401(k), Employee Savings, Christmas Club, and Child Support will be withheld automatically from your paycheck.

Please review your paycheck for errors. If you find a mistake, report it to the main office immediately. We will take the necessary steps to correct the error.

In the event that your paycheck is lost or stolen, notify your supervisor immediately, who will notify the payroll supervisor to put a stop payment notice on the check.

In order to be paid the proper amount each week, time-tickets must be turned in on a daily basis. It is not your supervisor's duty to ask you for your time-tickets. If the office does not have your time-tickets, proper payment cannot be made, so help us out and do your part. If time-tickets are turned in too late, payment may not appear on that week's check, but will be placed on the following week's check. This does not mean that time will be turned in at will. If time-tickets are turned in late, a supervisor must be notified. Late is considered after 9:00 a.m. Thursday morning of each week.

Overtime Pay Procedures

If you are classified as a Non-exempt employee, you will receive compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e. your regular hourly rate of pay) for all hours worked up to forty (40) hours in any given work week.
2. You will be paid one and one-half times your regular hourly rate of pay for all hours worked beyond the fortieth (40th) hour in any given work week. If a holiday occurs during the workweek, eight (8) hours will be counted toward the 40-hour work time. Forty-eight (48) hours must be worked before the time and one half rate starts.
3. You will be paid time and one half (1 ½) of your regular rate if asked to work by management on a Saturday. If an employee just wishes to work that weekend and management finds work for her/him, the employee will be paid at straight time unless they have exceeded their forty (40) hour minimum for that week.
4. If requested to work on a paid holiday and employee agrees to work that day; employee will be given this holiday whenever she/he requests it, or be paid time and one half (1 ½) of your regular rate for that day worked.

Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

Job Classification

Your job may be evaluated by our Company in comparison to other jobs within the Company. Some of the factors we may consider include, but are not limited to, education required, training experience, amount of responsibility, initiative, direction of other employees, degree of supervision required, physical, visual and mental effort, confidential data, skill, manual dexterity, complexity of duties and working conditions.

Similarly ranked jobs are grouped into pay grades. Pay ranges are assigned to the pay grades, and reviewed periodically by the Company to make appropriate adjustments to our pay scale.

Working Hours

The usual workweek for full-time employees is forty-two and one-half hours (42 ½), worked eight and one-half (8 ½) hours a day, Monday through Friday. Normally the workdays begins at 7:00 a.m. to 4:00 p.m. for the field employees, with one-half (1/2) hour for lunch and two 15-minute breaks throughout the day, one at 9:30 a.m. and the second at 2:30 p.m.

The Company reserves the right to change the starting and quitting time and the number of hours, including overtime, based on varying conditions of our business. Changes in work schedules will be announced as far in advance as practicable or possible.

Start and Stop Times—Working Hours

While working with H&W Construction Company you at times will have to travel outside of the working area to perform your daily duties, because of this H&W Construction Company has adopted a travel time policy. Local work is considered any work within a Forty mile radius of Winchester Virginia. If an individual is working within the Forty one to Sixty mile radius then H&W Construction Company will pay up to one hour travel time a day to that job. If an individual is working beyond the Sixty mile radius that job will be dealt with on a per job basis

While working with H&W Construction Company employees are required to be on the job by 7AM each morning and working on the job until 4PM that afternoon unless they have to come back to the office to return a piece of equipment or need information or materials for the next days work. These starting and stopping times are required to all employees no matter if they are working in town or out of town . When filling out your daily time tickets you must note travel time separately. Travel time must be shown as travel time on your time sheet. It is imperative that we have no less than 8.5 working hours on the job each day so that the productivity can be maintained and we can continue to meet our schedule for each job. To help with this issue each employee category has been outlined to help you better understand how working times should be handled.

Truck Drivers: Drivers should report to the office no latter than 6:45 each morning to receive dispatch instructions so they are able to leave the office with their vehicle no later than 7AM once they are done hauling their loads for the day they should then report back to the office fuel and service their truck for the next days work and then clock out. Employees will be paid for servicing examples of this are Washing of truck, replacement of mud flaps and fluid and checks. Any major repairs or adjusting of breaks should all be directed to the Mechanics department. All drivers should be trying to get as many loads as possible hauled each day and should not cut off and return to the shop until notified by the job foreman.

Operators/Painters/Laborers: Operators/Painters/Laborers should report to the office no latter than 6:45 each morning to receive dispatch instructions so that they can leave the office and be on the job no latter than 7:15 each morning. At times you will be told to report directly to that job and should report to that job and start work at 7AM. Operators/Painters/Laborers are required to stay on the job until 4 and then can leave and go straight home after completing

work for the day. Individuals should not come back to the shop unless they need to refuel fuel tanks on equipment or return equipment used on that day once returned to the shop we ask that you clock your self out. All time tickets should be filled out on a daily basis and turned in to the job foreman so that they can be turned in a posted for that days work.

Carpenters: Carpenters should report regularly to the job at 7AM each morning so that work can begin each morning at 7:00. Unlike other trades Carpenters are usually concentrating on one job for longer periods of time. Materials and equipment are delivered to these jobs so the need to report to the office is not necessary. Carpenters are to work on the job until 3:45 and then begin clean up for the day so that work can be wrapped up by 4:00. After completing the work individuals are then free to return to home. Usually a time clock will be provided on the job site or job trailer so that clocking in and out start and stop times can be performed.

Maintenance Crew: Maintenance Crew should report to the office no latter than 6:45 each morning to receive dispatch instructions and daily work orders. Since all maintenance calls are directed to the base of operations the maintenance crew must report to the shop to receive those work orders. After receiving work orders crews will dispatch and return to their daily duties. Work is considered completed at 4 daily unless if on that property work is needed to be completed that day for the operation of the business. Since most maintenance employees are on hotel properties we ask them to clock out at the end of each day from that property.

Foreman Operators/Carpenters: Operator/Carpenter Foreman should report regularly to the office at 6:45 each morning to receive dispatch instructions if they know that they will be going to a different job that day. If they know that they will be going to the same job the following day they should report to that job to start with the rest of his crew members at 7AM. If a foreman must come to the office to gather materials, equipment, or fuel for that days work his time starts once he or she has clocked in and his or her time card should be initialed by the project manager to insure that they are paid for this time. At the end of that day the foreman should return to the office if they have equipment or tools to return, or preplan for the following day. If none of these apply and planning has been done on the job site for the next day prior to 4 foreman are asked to stop work at 4 and return to their personal lives.

Project Managers: Project Managers should report to the office no later than 6:30 each morning to dispatch the employees that will be working for them that day. During this time it is the project manager's responsibility to explain what the plan is for that day and help the crews prepare to the tasks to be completed that day. Once the employees have been dispatched project managers should take the time to look at the previous days time tickets and invoices from suppliers and get them to the appropriate people (ie: AR and AP) Once this has been completed they are to return to their daily duties. At the end of the day the project manager should be at the office by 4:00 so that preplanning for the following day can happen and to receive progress reports from their employees. Once planning has taken place for the following day and loose ends have been wrapped up the project manager can return to their personal life. At times the project manager will be asked to work later than the normal 7 to 5 these times should be documented so that comp time can be recorded.

Recording Work Hours

It is the policy of H&W Construction Company, Inc., to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work, including overtime, where applicable, and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on an official time record form. On this form you will indicate the following: the job you were at that day, the hours worked, and the pieces of equipment used. It is important that you take the time to fill this form out completely so that proper billing can take place. This allows the Company to purchase the new equipment needed to make your job easier.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of Company policy and is grounds for disciplinary action up to and including discharge. If you have any questions on how to fill out your time sheet, please ask a supervisor.

Time Off from Work

Vacations

The amount of vacation time to which you are entitled to depends on your status as an exempt or non-exempt employee (as defined under Employee Categories) and on your length of service, as of your anniversary date, as follows:

1 year of service	5 days
5 years of service	10 days
15 years of service	15 days

EXAMPLE: If an employee was hired on 3/01/99 and has worked continuously with the company from 1999 to 3/01/2005 that employee is entitled to ten days of vacation time because he/she has completed his/her 5 years of service. The fifth year of service must be completed before that employee receives the extra benefit.

In order for an employee to receive his vacation pay, time must be taken off before he/she will receive the benefit. The company will not pay the employee the benefit until the employee has returned to work the following week. If an employee wishes to receive the benefit before they take the time off the president of the company must approve the benefit. Where the Company determines that operational efficiency precludes allowing two (2) or more employees to take vacation at the same time, the supervisor will determine the schedule giving preference to the employee with the longest length of continuous service.

Paid Holidays

The paid holidays to be observed by our Company are as follows:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

In order to be eligible to receive holiday pay you must have completed more than 30 days of active employment. You are also required to work your full regularly scheduled day preceding and following the holiday. In accordance with the Company policy, an approved vacation day or any other excused day off is considered a day worked for purpose of holiday eligibility.

Military Leave of Absence

Leave of absence without pay for military or reserve duties are granted to regular full-time employees. If you called to active military duty or to Reserve or National Guard Training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as is practicable or possible. You will be granted a military leave without pay for the period of military service, in accordance with applicable Federal and State laws. If you are a reservist or a member of the National Guard, you are granted time off, without pay, for required military training. Your eligibility for reinstatement, after your military duty or training is completed, is determined in accordance with applicable Federal and State laws.

Benefits

Your Lines of Communication

We are always looking for new and improved ways to keep communication channels open among our employees. We want you to feel free to tell us about your recommendations for improvements and any problems you may be experiencing on the job.

The following communications program summarizes the way you can share your ideas and concerns with us.

1. Informal communications between you and your supervisor:

If you have any questions concerning your job or job-related activities, your supervisor should be the first person to talk to about those needs. If, however, you do not feel comfortable discussing a particular personal matter with your supervisor, be assured that there are other methods of communication.

2. Our Problem Solving Procedure:

During the performance of your duties, questions or problems may arise or personal problems may occur that affect your work. The following procedure has been established for you use in resolving these matters. Problems relating to discipline are dealt with separately.

Step One:

Ask for a conference to talk the problem over with your immediate supervisor.

Step Two:

In the event your supervisor cannot resolve your problem to your satisfaction, within a reasonable period of time, ask for a meeting with her/his manager/superintendent.

Step Three:

In the event your manager/supervisor cannot resolve your problem to your satisfaction, within a reasonable period of time, ask for a meeting with the Company President for final resolution.

We recognize that some problems may be either of a personal nature, or some other situation that you prefer to discuss the matter with someone else in management who can provide advice as to how to handle the situation.

Remember, we can't help you resolve your problems if you do not tell us about them.

3. Open Door Policy:

The Company has always had a policy that the door to the office of the President is open to all employees. So, if all else fails, and you do not get a satisfactory answer, within a reasonable period of time, as outlined, you are welcome to discuss the matter with the President of the Company.

We believe that this communication program will give you such a variety of opportunities to communicate with us that you should have no problems or concerns left unanswered or unexpressed. Please take advantage of any or all of these lines of communication to help our Company continue to be an excellent place to work.

Workers Compensation

If you are injured or become ill as a result of your work, you may be eligible to receive insurance benefits as provided under the State Workers Compensation Act. Our Company pays all costs of providing this insurance protection. It is important for you to report any accident or injury that occurs on the job to your supervisor **immediately**.

Injury Procedure Guidelines

When an employee suffers a work related injury and needs medical treatment, an injury slip must be obtained from her/his supervisor and sent with the employee to the medical facility. If the employee is allowed to return to work that same day, the employee must return the slip to the supervisor. If the employee cannot return to work, the employee must notify their supervisor of their status by some method as soon as possible. The injury slip must be returned to the supervisor upon returning to work.

Any employee who suffers an injury on the job requiring medical treatment shall be treated at the nearest approved medical facility. If on site the supervisor can assist on determining the facility of treatment if the employee is in need of instruction. Below is a list of the nearest facilities that H&W Recommends for treatment according to their area:

Winchester Area

- Urgent Care Center, 607 Jubal Early Drive (Apple Blossom Convenience Center, next to Center Cinemas)
- Emergency Room of the Winchester Medical Center
- Winchester Surgical Clinic, 20 South Stewart Street
- Winchester Orthopedic Associates, 128 Medical Circle

Martinsburg Area

- Urgent Care Center, 97 Administrative Drive Martinsburg West Virginia
- Emergency Room of WVU Hospital
- Med Express – 200 East Burke Street, Martinsburg West Virginia

Woodstock / Front Royal Area

- Shenandoah Memorial Hospital – Woodstock Virginia
- Urgent Care – 120 North Commerce Ave Street 102 Front Royal
- Warren Memorial Hospital – Front Royal

Light Duty – There will be no guarantee that light duty work can be available for an employee who has had a work related injury. This shall be at the discretion of the employee's supervisor.

Non-Job Related Injuries – There will be no guarantee that light duty work can be available for an employee who suffers a non-job related injury. This shall be at the discretion of the employee's supervisor. Injury slips will be made available to all supervisors.

Return to work Program

In an effort to regain our employees work status after injury H&W Construction has adopted the following criteria for a return to work program.

Establishment of the Return to work Committee

In an effort to better serve our employees and their needs H&W Construction has decided to formally form a return to work committee. This committee has been established as a cooperative between our insurance provider and the employee. The formation of this committee is to provide a formal policy but also guide and monitor the programs administration. The return to work team will be involved in all aspects of case management with a collective goal to direct the injured worker to a safe and timely recovery to provide productive employment. The key individuals for this team are listed below along with the duties they will be responsible for.

Walter Aikens – Return to work Chairman. Will evaluate all material provided for each case and will make the final determination on when the individual is deemed ready to return to work.

William Aikens – Operations Coordinator – Will look for various low impact jobs that could be performed to try and get the employee back to work more efficiently

Teresa Wolf – Office Coordinator- Coordinates and monitors correspondence between the employee and the workers compensation doctors and reports to the operations coordinator status of employee and when the employee will be released for light duty work.

Project Manger – Will watch and monitor the individual once they have returned to work if they have been assigned to limited duties to ensure they are following the doctors protocol. Meet and talk with the injured employee to ensure that they are meeting the physical therapy requirements so that they can receive a full release back to work from the doctors. All information that they receive will be shared freely with the Office Coordinator and Operations Coordinator.

Return to work Statement

In fulfilling H&W Construction's commitment to provide a safe and healthy working environment, a Return –to-Work Program has been established for employees who have sustained an injury/illness

H&W Construction shall make every reasonable effort to provide suitable employment to any employee unable to perform his or her duties as a result of an injury or illness on the job. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create and undue hardship to the company. Only work that is considered to be meaningful and productive shall be considered for use in the Return-to-work program. Participants placed on the Return –to-Work plans will be expected to provide feedback in order to improve the program.

Return to work after a prolonged absence from Duties

From time to time an employee may have to take time off from work due to an illness or other reasons out of their control. If the employee is off from work longer than 5 weeks the employee may be subject to the following guideline listed below.

- 1. Receipt of letter from doctor clearing them to full duty to return to work***
- 2. Receipt of a clean drug screen from our consortium provider***
- 3. Reaffirmation of Job description and duties that they will have to perform once returned to work***

Unemployment Compensation

The Company contributes under the State Unemployment Compensation Act to insurance funds that may provide you with income in the event that you become laid off and unemployed through no fault of your own. As an employee, you pay no part of the fund that provides you with this benefit. The Company pays the entire cost for this protection.

Should you become unemployed through no fault of your own, contact your local state unemployment office to determine your eligibility for benefits, if any.

Social Security

Social Security is a benefit to all employees with responsibility or contributions shared equally by the Company and you as an employee. Your share is deducted from your wages each pay period. The Company makes an equal contribution and sends the total payment to the Internal Revenue Service.

Use of Tobacco Products

As you are aware, smoking and the use of other tobacco products in recent years has become an extremely controversial issue. Many sources (including the U.S. Surgeon General, for example) have declared smoking and non-smokeless tobacco products to be hazardous to your health. This has also been expanded to mean not just the health of the individual user, but also that of non-users exposed to smoke.

Our policy is: No use of tobacco products of any kind will be permitted in the office area.

The acceptance of this policy by all employees is greatly appreciated.

Personal Calls & Cell Phone Use

A substantial portion of our business is transacted by telephone. We must keep the phones available for that purpose. Personal telephone calls should be short (less than three (3) minutes) and limited to emergency calls. Personal long distance calls are not to be charged to the Company.

Due to our high passed environment, many of our supervisors carry cell phones to help conduct their jobs. These phones should be strictly used for business reasons. Personal calls are not permitted. The use of these cell phones is a privilege and should not be abused. For employees that carry their own personal cell phones, personal calls should be made during breaks or lunch time. Receiving phone calls continuously throughout the day stops production, and could put workers in danger if a cell phone user is operating a piece of equipment.

If an individual is seen abusing this policy, disciplinary action will be taken. While on the job, we need to stay focused on the task at hand so we can all be operating in a safe and productive environment.

Personal Protective Equipment

Hard Hat Policy

It has been defined by OSHA that head protection shall be provided and worn when working in a hazardous environment. This hard hat is to help ensure the safety of the employee from getting hurt from impact, or from falling or flying objects, or from electrical shock or burns. Because each construction site can not be given a daily hazardous analysis for each situation, activity or surrounding and there is an infinity of number of things that could potentially go wrong on a job H&W Construction Company is adopting proactive measures to ensure the safety of its employees. Each job site will be evaluated prior to the construction process beginning and a sign will be posted or employees informed where hard hat areas are deemed necessary. I.e.: Hotel Construction, Bank Construction, Utility work, and Subcontractor work. While employees are working in these areas hard hats are to be worn. Once the sign has been removed from that area and informed by the project manager then and only then will the use of hard hats no longer be required. By adopting this philosophy we are also abiding by CFR 1926.100 mandated by OSHA and Federal Law

This hard hat policy supersedes any hard hat policy written prior to this date and has been adopted as an addendum to our Employee Hand Book. 1-18-07

Safety Glasses

It has been defined by OSHA that the employer is to shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. CFR 1910.133A. Because of the unforeseen risks that could occur each day H&W Construction Company is adopting a proactive measure to ensure work place safety. This policy applies to craft workers, like mechanics, repairers, carpenters, and plumbers, operators and laborers. It is the employees responsibility to ensure that equipment that is provided be maintained. Scratched and dirty devices reduce vision, cause glare and may contribute to accidents.

This safety glass policy supersedes any safety glass policy written prior to this date and has been adopted as an addendum to our Employee Hand Book. 2-2-08

Leading Edge - Fall Protection

In order to establish a safe working environment while working on the second story or higher elevated platform prior to wall construction H&W Construction Company will establish a fall protection plan for specified jobs that require perimeter edge fall protection.

The following procedures must be followed when performing work on a second story or higher elevated platform installing carpentry, masonry or concrete work. This instruction specifies the procedures for these specific jobs.

- 1. Trained Workers Only.** -- Only workers who have been trained to be proficient in the alternative methods of fall protection shall be allowed onto a second story or higher elevated platform. Each employee shall be trained to ensure specific awareness of the fall hazards associated with work in these areas.
- 2. Fall Protection Requirements for Leading Edge Construction** -- While working on a second story or higher elevated platform H&W Construction Company will create a control zone by clearly marking the leading edge where work will be taking place without the use of guardrail, safety net or personal fall protection. This will be created by establishing a control line around the perimeter of the leading edge and be parallel to the leading edge or unprotected area. This control line shall consist of rope, wire, tapes or equivalent materials and supporting as illustrated in 1926.502 sub part M section G-3 Each line shall be flagged or otherwise clearly marked and not more than six foot apart intervals with highly visible material. Line shall be rigged and supported in such a way that its lowest point including sag is not less than 39'' from the working surface and its highest point is not more than 45'' from the walking or working surfaces. Each line shall have a minimum breaking strength of 200 lbs. These lines should stay up until wall construction placement is achieved. Once achieved the leading edge line may be removed.
- 3. Impalement Hazards.** – Materials and other objects which could pose impalement hazards shall be kept out of the area below where workers are working, or properly guarded.
- 4. Restricted Access.** – While 2nd story or Higher on and elevated surface work is in progress, workers not involved in such work shall not stand or walk below or adjacent to any openings in the ceiling where they could be struck by falling or flying objects.
- 5. Staging of Materials** -- Materials and equipment for the work shall be located conveniently close to the workers performing the work.
- 6. Bad Weather** -- When adverse weather (such as high winds, rain, snow, or sleet) Creates a hazardous condition, operations shall be suspended until the hazardous condition no longer exists.

While abiding by these regulations and working under these conditions there must always be at least two people on the upper decks at a time. One to watch the other operating as the buddy system. By no means shall any work take place on the upper decks until a leading edge perimeter is established and reviewed by a project manager. This will ensure that safety is maintained for all employees.

Safety Rules and Regulations

Report **ALL** injuries, no matter how slight, to your supervisor at once. No excuses for failure to comply with this basic requirement will be accepted.

1. Learn the safe way to do your job before you start. If you are not sure you thoroughly understand the job, ask your supervisor for further assistance, including instructions.
2. Work at a speed consistent with safety. Foolish hurry, such as running in passageways or on stairs, is dangerous.
3. Obey warning flags and signs. They are posted to point out hazards.
4. When lifting material, keep back straight, bend knees, and lift with legs. Get additional help if the load is heavy.
5. Wear goggles, face shields, safety glasses or respirators when the operation requires them. Your eyes and health are priceless. Exposing yourself to the loss of either is needless.
6. Use safety shoes. Boots are very strongly recommended.
7. Hard hats shall be worn when working around a crane, when any objects are being lifted overhead by any piece of equipment, or when people are working overhead.
8. Wear serviceable and suitable clothing and gloves.
9. Riding either material hoists and/or crane loads are not permitted.
10. Remove, cut off, or hammer down protruding nails, staples, etc. Puncture wounds can be fatal if not properly cared for.
11. Unless you have been taught how to operate a machine, stay away from it. Don't attempt to operate without authorization.
12. Keep your fingers, hands and feet out of pinch points.
13. When you find it necessary to leave a machine to which you are operating \, shut it down.

14. Stop machines before fueling, oiling or cleaning. Never attempt to make repairs or adjustments while the machine is running.
15. Compressed air tools or hose nozzles require proper training and should never be pointed at persons.
16. Use tools that are in good condition. If a Company-owned tool is in poor condition, turn it over to your supervisor.
17. Learn where all fire extinguishers are located and how to use them.
18. Keep aisles, passage ways and walk ways clean and clear. Exits should be kept clear at all times.
19. Keep stairways and handrails clear and free of material and debris.
20. Keep your shirt on and wear long pants; it may save you from sunburn, weld or burn splatters, or cuts.
21. Do not park your vehicle where it is exposed to danger or where it will interfere with operations.
22. Explosives – dynamite and blasting caps – must be handled only by licensed personnel and treated with respect at all times.
23. Treat all electric wires as live wires. Do not touch exposed wires. Report any such situation to your supervisor immediately.
24. Help promote good housekeeping. This includes the proper disposal of lunch bags, bottles and personal trash.

Advise your supervisor about any property rules, problems or hazards not covered by these rules. Report any unsafe practice or hazard to your supervisor.

Remember – No work is so important and no emergency so great that we cannot take the time to do our work safely! Assume your responsibility for a safe job.

Standards of Conduct

What we expect from you:

Whenever groups of people work together, there must be standards of conduct for guidance and efficiency. It is impossible to define in detail every standard for every circumstance, and our Company tries to keep rules to a necessary minimum. We hope that your common sense will guide you as to the proper thing to do in most cases, so we have listed below only a few specifics regarding what is expected from you. This should not be regarded as an all-inclusive list of our expectations or standards.

If you have any questions about these standards of conduct and attendance, or about what to do or not to do in a situation, please contact your supervisor.

Obviously, when employee misconduct occurs, measures must be undertaken to correct the situation and to curtail further occurrences, for the good of us all. The approach we take to discipline may vary depending among other things, the gravity of the offense, the circumstances under which it occurred, your duties, your length of service (seniority) with the Company and your overall work record, including prior misconduct, if any. In order of severity, discipline can take one of the following forms:

- Verbal – Counseling
- Written warning or reprimand
- Suspension from work without pay
- Discharge

Our Standards of Conduct consist of the following:

1. Failure or refusal to carry out orders or instructions (insubordination).
2. Unsatisfactory work performance.
3. Failure to fulfill the responsibilities of the job to an extent that might or does cause injury to a person or damage to or loss of product, machinery, equipment, facilities, or other property.
4. Violation of a safety, fire prevention, health, or plant security rule, policy or practice.
5. False, fraudulent, misleading or harmful statement, action or omission involving another employee, a customer, the Company or relations with the Company.
6. False, fraudulent, misleading or harmful statement, action or omission related to an employment application, time card/sheet, or any other information provided to or requested by the Company whether oral or written, or refusal or failure to timely provide information.

7. Threatened or actual physical violence to another or other similar disorderly conduct.
8. The use of profane or abusive language or other immoral, indecent conduct.
9. Carrying a weapon while on Company business, job site, premises or property without authorization from the Company.
10. Bringing onto the Company's job site, premises or property, having possession of, being under the influence of or consuming, using, transferring, selling or attempting to sell any form of alcohol at any time during the hours between the beginning and end of your work day, whether or not on duty.
11. Use of alcohol off Company job site, premises, or property and outside your working hours that adversely affects your job performance, your or other employee's safety, health, security or property at work, or the Company's reputation.
12. Having possession of, having present in the body systems, being under the influence of, using, consuming, transferring, selling or attempting to sell any from of narcotic, depressant, stimulant, hallucinogen, or any mind or perception altering drug or substance (except only the taking of a prescribed drug under the direction of a physician and to the extent that it does not impair job performance or threaten the safety, health security or property) at anytime during the hours between the beginning and end of your work day, whether or not on duty, Company business, or on any Company premises, property or job site.
13. Possession, use, or sale of drugs or any other mind or perception altering substance off Company premises, property or job site and outside your working hours that could or does adversely affect your job performance, other employee safety, health, security or property at work, or the Company's reputation.
14. Refusing to cooperate in or submit to questioning, medical or physical test or examination, or an inspection or search of your person, personal belongings, locker or authorized vehicle, when requested or conducted by the Company or its designee; the presence of any substance forbidden by those standards of conduct on your person or in your body system, personal belongings or vehicle, as indicated in such test, examination, inspection or search.
15. Disorderly or immoral conduct while on Company premises, job site or business.
16. Accepting or engaging in any outside employment which constitutes a conflict of interest with services or products supplied by H&W Construction Company, Inc., or conducting or attempting to conduct any outside business while on the Company premises or business.
17. Garnishments beyond the type and number allowed by law.

18. Chronic, habitual, or excessive lateness or absenteeism of any type, including early departure from work.
19. Loitering (inattention to duties) or sleeping while on duty.
20. Horseplay – for your own safety, horseplay of any type will not be tolerated by anyone while on jobsite or Company property.
21. Vending, soliciting or collecting contributions for any purpose whatsoever, at any time, on Company premises, unless specifically authorized by management.
22. Distributing written or printed matter of any description on Company premises without the approval of management.
23. Unauthorized use of Company telephone or cellular phone.
24. Operating machinery or equipment without authorization.

APPENDIX A is Still Under Construction Stay Tuned for Continued Updates

Appendix A – Workers Compensation

H&W Construction Return to Work Mission

At H&W Construction the single most important piece of its day-to-day operations are its employees. As management we realize that the day to day operations and progress of our company cannot move forward unless we have healthy employees of mind and body. In saying this when an employee is injured and cannot work we make it our responsibility to see that they are receiving the proper treatment they need so that they can return to work as quickly as possible. During this time of unemployment H&W will try to look for ways that we can try to provide work for an employee dependent on their incapacity. These alternate duties will be dependent on the release of your doctor and must have prior approval from a physician. We understand that not being able to perform your daily duties will effect your financial income so we will always strive to help aid you in the rehabilitation process.

Our Program

In order to meet our goal of enabling employees to return to productive employment as rapidly as possible, our company takes the following steps.

1. We will be in contact with the health care provider after the first medical appointment to discuss the physical demands of the employee's regular job, or alternative temporary tasks. Every effort is made to enable the employee to return to work either immediately or in the very near future.
2. If immediate work assignment can not be established our staff will contact the health care provider after the follow up appointment to talk about progress and see what efforts can be made to return to work safely.

Your Role as the Health Care Provider

To achieve the goals of our Return to Work Program we need you as our partner. We will communicate with you regularly. We will provide you with the best possible information about the physical demand of transitional duties available. We will let you know how the employee is doing on the job. We need timely information and communication from you. We need to know as quickly as possible the physical limitations you will be establishing for a safe return to work. We will utilize those restrictions in our Transitional Employment Plan. We need your comments about our company's Return -to-Work program that we provide to you. If there are permanent restrictions, we need your help to evaluate the employee's ability to return to his/her regular job or to evaluate modifications or alternate employment.

Should you have a question about H&W Construction's Return-to-Work Program, or concerning one of our employees, please call us at 540-667-3752 and talk with Teresa Wolf our Office Manager and Coordinator.

Job Task Analysis of Current Positions at H&W Construction Company

Attached in the subsequent pages are job task analysis sheets along with a job descriptions and function specific tasks for each of the associated employee category. This information lists the potential hazards of this trade and should also be used for hazard awareness training. This information should also be used and submitted to the Health Care provider to help them better determine when the employee will be allowed back to work on a part time or full time basis.

- **Laborer**
- **Journeyman Carpenter Master Carpenter**
- **Plumber**
- **Electrician**
- **Excavating Forman Excavator**
- **Concrete**
- **Blaster**
- **Maintenance**
- **CDL Driver**
- **Crane Operator**
- **Job Superintendent**
- **Project Manager**
- **Office Staff**

Alternative Duties

Listed below are some temporary duties that may help in the return to work program. These duties are dependent on H&W's Constructions Work load at time of return to work and the physical demands that the health care provider feels are appropriate for that individual

Site housekeeping - pick up of trash and broom cleaning

Fork Lift Operator - operation and moving of material on jobsite

Mechanic's helper part runner

Inventory Maintenance in shop


Shop / Job housekeeping

Vehicle / equipment washer

Traffic flagger

Surveyor help

Job Task Profiling is a tool to help the employer communicate to the medical provider the minimum physical requirements that an employee in each class may have to exhort to perform his or her job. This profiling tool is by no means the absolute duties and requirements that might be needed to perform daily duties but should be used as a guide line for regular task assignments for each duty. The profiling also identifies potential risks involved while working in that Career.

						
Job Discription Profiling and Essential Job Fuctions						
1						
Job Title	Laborer					
Essential Functions of Job	Pushing, Pulling, Carrying, Digging, Cleaning up					
Physical Demand Classification	High Demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions I - o - f - c	Distance Height	Items	Comments
Standing	9	x	constantly	x		
Sitting	1	x	infrequent	x		
Driving	3	x	occasional	x		
Walking	7	x	frequent	x		
Lifting	8	50lb	frequent	x		
Carrying	8	50lb	frequent	x		
Pushing	6	50lb	frequent	x		
Pulling	6	50lb	frequent	x		
Squattin/Stooping	3	x	occasional	x		
Crawling	3	x	occasional	x		
Climbing - stairs, ladders	4	x	occasional			
Reaching - overhead, below	2	x	occasional			
Kneeling	2	x	occasional			
Bending - knees, Elbows, Back	4	x	occasional			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
dust, dirt, sharp objects						
Tools Used for Trade			Protective Equipment Provided to tradesman			
shovel, utility knife, broom,			hardhat, safty glasses, gloves, hearing protection			

Job Discription Profiling and Essential Job Fuctions						
2						
Job Title	Journeyman Carpenter and Carpenters Helper					
Essential Functions of Job	hammering, carrying, climbing, screwing, cutting					
Physical Demand Classification	high demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o - f - c	Distance Height	Items	Comments
Standing	10	x	constanly	x		
Sitting	1	x	infrequent	x		
Driving	1	x	infrequent	x		
Walking	9	x	constantly	x		
Lifting	7	50lb	frequent	x		
Carrying	7	50lb	frequent	x		
Pushing	5	50lb	frequent	x		
Pulling	5	50lb	frequent	x		
Squattin/Stooping	4	x	occasional	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	6	x	frequent			
Reaching - overhead, below	6	x	frequent			
Kneeling	5	x	occasional			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
dust, dirt, sawblades, working at high elevations,sharp objects,						
Tools Used for Trade			Protective Equipment Provided to tradesman			
hammer, utility knife, saw, level, screwdriver, impact gun, nailgun, highlift sissor lift, fork lift,			hard hat, gloves, safty glasses, ear protection, safty harness			

Carpenter Job Descriptions

Master Carpenter— The Master Carpenter possesses qualities that not only touches on his trades skills but also other trades that he may be working with such as HVAC, Electrical and Plumbing. He or she may not poses the ability to take on tasks in other fields but is aware of how they are incorporated in the completion of the entire project. The master carpenter takes on the responsibility of working directly with the project manager and talks freely about problems that he encounters and or finds in the duration of the project. He or she often works directly with the customer and is required to be patient and helpful. The Master Carpenter takes the time to look at the finer details of the project to make sure that they are not over looked. His day to day tasks include but do not solely end with Laying out tasks for the rest of his or her crew, Collecting time sheets from his crew on a day to day basis, Reviewing plans for the job and knowing all aspects of how they interrelate the entire scope of work, Keeping a clean work space free of debris and other obstacles that may be a safety hazard, training his crew how to do the tasks at hand, and keep the moral and productivity of his crew up.

Journey Carpenter ---- The journeyman Carpenter takes on the role of the master Carpenters right hand man. Is proficient as a cut man, layout man, trim carpenter, and other various tasks. The journeyman works hand in hand with the master carpenter helping him or her with all aspects of the project. He or she takes a careful look at how things are built and is beginning to learn how each of the trades interrelate with one another. He or she is proficient in plan reading and should be able to look at a set of plans and begin to be able to direct and teach the apprentice of how to do things.

Apprentice Carpenter --- The apprentice carpenter should know how to read a tape measure, know the difference between different sizes of lumber, know how to operate a saw properly, know how to nail together a corner, header, petition, be able to do simple addition, subtraction, multiplication and division. And is responsible for keeping the jobsite clean and neat. The apprentice should listen closely to the journeyman and the master carpenter so that he or she may learn as much as they possibly can so that he or she can excel at their job and be promoted.

Job Discription Profiling and Essential Job Fuctions						
3						
Job Title	Carpenters Forman					
Essential Functions of Job	hammering, carrying, climbing, screwing, cutting, reading blueprints, instructing others					
Physical Demand Classification	medium to high demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	10	x	constanly	x		
Sitting	3	x	occasional	x		
Driving	3	x	occasional	x		
Walking	9	x	constantly	x		
Lifting	6	50lb	frequent	x		
Carrying	6	50lb	frequent	x		
Pushing	6	50lb	frequent	x		
Pulling	6	50lb	frequent	x		
Squattin/Stooping	4	x	occasional	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	6	x	frequent			
Reaching - overhead, below	6	x	frequent			
Kneeling	5	x	occasional			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
dust, dirt, sawblades, working at high elevations,sharp objects,						
Tools Used for Trade			Protective Equipment Provided to tradesman			
hammer, utility knife, saw, level, screwdriver, impact gun, nailgun, highlift			hard hat, gloves, safty glasses, ear protection, safty harness			
sissor lift, fork lift,						

Job Discription Profiling and Essential Job Fuctions						
4						
Job Title	Plumber					
Essential Functions of Job	pipe fitting, setting fixtures, repair of exisiting plumbing					
Physical Demand Classification	medium to high demand					
Physical requirements						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	10	x	constantly	x		
Sitting	7	x	frequent	x		
Driving	3	x	occasional	x		
Walking	7	x	constantly	x		
Lifting	6	50lb	frequent	x		
Carrying	6	50lb	frequent	x		
Pushing	6	50lb	frequent	x		
Pulling	6	50lb	frequent	x		
Squattin/Stooping	6	x	occasional	x		
Crawling	5	x	occasional	x		
Climbing - stairs, ladders	6	x	frequent			
Reaching - overhead, below	6	x	frequent			
Kneeling	5	x	occasional			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
dust, dirt, sharp objects, saws, drills, burns,						
Tools Used for Trade			Protective Equipment Provided to tradesman			
shovel, saw, drill, torch, ladder			hardhat, gloves, safty glasses			
wrenches, screwdriver						

Job Discription Profiling and Essential Job Fuctions						
5						
Job Title	Electrian					
Essential Functions of Job	pulling wire, setting fixtures, installing new gear, trouble shooting and repair					
Physical Demand Classification	medium to high demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	10	x	constanly	x		
Sitting	3	x	occasional	x		
Driving	3	x	occasional	x		
Walking	9	x	constantly	x		
Lifting	6	50lb	frequent	x		
Carrying	6	50lb	frequent	x		
Pushing	4	50lb	occasional	x		
Pulling	7	50lb	frequent	x		
Squattin/Stooping	4	x	occasional	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	6	x	frequent			
Reaching - overhead, below	7	x	frequent			
Kneeling	7	x	frequent			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
electrical shock, sharp things, drills						
Tools Used for Trade			Protective Equipment Provided to tradesman			
hammer, drill, 9's, wirecutters, wrenches			gloves, safty glass, hardhat			

Job Discription Profiling and Essential Job Fuctions						
6						
Job Title	Excavation Forman					
Essential Functions of Job	pipe fitting, running equipment, using hand tools, instructing others					
Physical Demand Classification	medium to high demand					
Physical requirements						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o - f - c	Distance Height	Items	Comments
Standing	7	x	frequent	x		
Sitting	5	x	occasional	x		
Driving	4	x	occasional	x		
Walking	5	x	occasional	x		
Lifting	5	50lb	occasional	x		
Carrying	5	50lb	occasional	x		
Pushing	5	50lb	occasional	x		
Pulling	5	50lb	occasional	x		
Squatting/Stooping	3	x	occasional	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	2	x	infrequent			
Reaching - overhead, below	2	x	infrequent			
Kneeling	5	x	occasional			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
sharp objects, underground utilities gas,saws						
Electrical underground, other pieces of equip						
Tools Used for Trade			Protective Equipment Provided to tradesman			
excavation equipment, slings, chains, wrenches, shovels, saw			hardhat, safety glasses, gloves, highvisability clothing			

Job Discription Profiling and Essential Job Fuctions						
7						
Job Title	Excavator					
Essential Functions of Job	pipe fitting, running equipment, using hand tools,					
Physical Demand Classification	medium to high demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	7	x	frequent	x		
Sitting	5	x	occasional	x		
Driving	4	x	occasional	x		
Walking	5	x	occasional	x		
Lifting	7	50lb	frequent	x		
Carrying	6	50lb	frequent	x		
Pushing	6	50lb	frequent	x		
Pulling	7	50lb	frequent	x		
Squattin/Stooping	4	x	occasional	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	2	x	infrequent			
Reaching - overhead, below	2	x	infrequent			
Kneeling	6	x	frequent			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
sharp objects, underground utilities gas,saws						
Electrical underground, other pieces of equip						
Tools Used for Trade			Protective Equipment Provided to tradesman			
excavation equipment, slings, chains, wrenches, shovels, saw			hardhat, safety glasses, gloves, highvisability clothing			

Job Discription Profiling and Essential Job Fuctions						
8						
Job Title	Concrete					
Essential Functions of Job	setting of forms, grade stone, pour and place concrete					
Physical Demand Classification	medium to high demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	10	x	constanly	x		
Sitting	2	x	infrequent	x		
Driving	2	x	infrequent	x		
Walking	9	x	constantly	x		
Lifting	5	50lb	frequent	x		
Carrying	6	50lb	frequent	x		
Pushing	5	50lb	frequent	x		
Pulling	7	50lb	frequent	x		
Squattin/Stooping	5	x	occasional	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	2	x	infrequent			
Reaching - overhead, below	6	x	frequent			
Kneeling	6	x	frequent			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
sharp objects, saws, hammers, lime dust						
dust, dirt						
Tools Used for Trade			Protective Equipment Provided to tradesman			
shovel, trowel, hammer, saw,			hardhat, safety glasses, high visibility clothing, gloves			

Job Discription Profiling and Essential Job Fuctions						
9						
Job Title	Blaster					
Essential Functions of Job	mechanically drilling, hand drilling, jack hammering, blasting					
Physical Demand Classification	medium to high demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	10	x	constantly	x		
Sitting	1	x	infrequent	x		
Driving	3	x	occasional	x		
Walking	6	x	frequent	x		
Lifting	6	50lb	frequent	x		
Carrying	6	50lb	frequent	x		
Pushing	6	50lb	frequent	x		
Pulling	6	50lb	frequent	x		
Squattin/Stooping	2	x	infrequent	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	2	x	infrequent			
Reaching - overhead, below	2	x	infrequent			
Kneeling	2	x	infrequent			
Bending - knees, Elbows, Back	9	x	constantly			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
TNT, anfo, sharp items						
Tools Used for Trade			Protective Equipment Provided to tradesman			
drill rig, blasting truck, air compressor			hardhat, safty glasses, ear protection, high vilisility clothes gloves			

Job Discription Profiling and Essential Job Fuctions						
10						
Job Title	Maintenance					
Essential Functions of Job		trouble shooting heating and air, plumbing, and electrical				
Physical Demand Classification	medium					
Physical requirements						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	5	x	frequent	x		
Sitting	4	x	occasional	x		
Driving	4	x	occasional	x		
Walking	6	x	frequent	x		
Lifting	5	50lb	frequent	x		
Carrying	5	50lb	frequent	x		
Pushing	5	50lb	frequent	x		
Pulling	5	50lb	frequent	x		
Squattin/Stooping	5	x	frequent	x		
Crawling	4	x	occasional	x		
Climbing - stairs, ladders	5	x	frequent			
Reaching - overhead, below	5	x	frequent			
Kneeling	4	x	occasional			
Bending - knees, Elbows, Back	6	x	frequent			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
sharp items, driving, burns and abratons,						
Tools Used for Trade			Protective Equipment Provided to tradesman			
wrenches, torch, hammer, plyers, drywall tools,			hardhat, safety glasses, gloves			

Job Discription Profiling and Essential Job Fuctions						
11						
Job Title	CDL Driver					
Essential Functions of Job			hauling of stone and equipment to jobs			
Physical Demand Classification	medium					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	5	x	frequent	x		
Sitting	9	x	constantly	x		
Driving	9	x	constantly	x		
Walking	3	x	infrequent	x		
Lifting	4	50lb	occasional	x		
Carrying	4	50lb	occasional	x		
Pushing	4	50lb	occasional	x		
Pulling	4	50lb	occasional	x		
Squattin/Stooping	1	x	infrequent	x		
Crawling	1	x	infrequent	x		
Climbing - stairs, ladders	1	x	infrequent			
Reaching - overhead, below	1	x	infrequent			
Kneeling	2	x	infrequent			
Bending - knees, Elbows, Back	5	x	frequent			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
driving						
Tools Used for Trade			Protective Equipment Provided to tradesman			
Lowboy, Dump Truck, Shovel, Chains and Binders			Highvisibility Clothing, Hardhat, Safty Glasses, Gloves			

Job Discription Profiling and Essential Job Fuctions						
12						
Job Title	Crane Operator					
Essential Functions of Job	drive and set up of mobile crane on jobs, operation of crane					
Physical Demand Classification	medium to high demand					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	5	x	occasional	x		
Sitting	9	x	constantly	x		
Driving	6	x	frequent	x		
Walking	3	x	occasional	x		
Lifting	4	50lb	occasional	x		
Carrying	4	50lb	occasional	x		
Pushing	4	50lb	occasional	x		
Pulling	4	50lb	occasional	x		
Squattin/Stooping	2	x	occasional	x		
Crawling	1	x	infrequent	x		
Climbing - stairs, ladders	4	x	occasional			
Reaching - overhead, below	4	x	occasional			
Kneeling	3	x	occasional			
Bending - knees, Elbows, Back	3	x	occasional			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
overhead electrical lines						
soft ground						
driving						
Tools Used for Trade			Protective Equipment Provided to tradesman			
crane, ladder, slings and chokers			high visiblity clothing, hardhat, eye protection, gloves			

Job Discription Profiling and Essential Job Fuctions						
13						
Job Title	Job Superintendent / Project Manager					
Essential Functions of Job	instruction of field employees, pick up of material, office paper work					
Physical Demand Classification	medium					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	6	x	frequent	x		
Sitting	5	x	occasional	x		
Driving	5	x	occasional	x		
Walking	5	x	constantly	x		
Lifting	3	50lb	occasional	x		
Carrying	3	50lb	occasional	x		
Pushing	3	50lb	occasional	x		
Pulling	3	50lb	occasional	x		
Squattin/Stooping	2	x	infrequent	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	4	x	occasional			
Reaching - overhead, below	2	x	infrequent			
Kneeling	2	x	infrequent			
Bending - knees, Elbows, Back	4	x	occasional			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
Pitfalls of job site, ladders, driving						
Tools Used for Trade			Protective Equipment Provided to tradesman			
paper, pencile, computer, tape measure, Transit			hardhat, safety glasses, gloves			

Job Discription Profiling and Essential Job Fuctions						
14						
Job Title	Office Staff					
Essential Functions of Job	inspection of job sites, guidance to PM's, paper work					
Physical Demand Classification	Medium					
<u>Physical requirements</u>						
Requirements	Intensity 1 - 10	Forces Weight	Repetitions i - o	Distance Height	Items	Comments
Standing	7	x	frequent	x		
Sitting	6	x	frequent	x		
Driving	5	x	occasional	x		
Walking	5	x	occasional	x		
Lifting	4	50lb	occasional	x		
Carrying	4	50lb	occasional	x		
Pushing	4	50lb	occasional	x		
Pulling	4	50lb	occasional	x		
Squattin/Stooping	2	x	infrequent	x		
Crawling	2	x	infrequent	x		
Climbing - stairs, ladders	2	x	infrequent			
Reaching - overhead, below	2	x	infrequent			
Kneeling	2	x	infrequent			
Bending - knees, Elbows, Back	3	x	infrequent			
Hand Function - Close Grasp, Pinch, Fine	9	x	constantly	x		
Noise Level	inside	outside	Temperature Changes		hot	cold
Working Hazards			Exposure to Dust, Fumes, Gases			
Pitfalls of job site, ladders, driving						
Tools Used for Trade			Protective Equipment Provided to tradesman			
paper, pencile, computer, tape measure, Transit			hardhat, safety glasses, gloves			

H&W Construction Company **Safety Policy**



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Safety Policy

Mission Statement

The mission of the H&W Construction Safety Policy will be to:

1. Discover any risks or hazards, which may endanger any persons employed through H&W Construction Company.
2. Assess the causes, extent, and severity of these safety risks or hazards;
3. Identify any conditions of non-compliance with governmental safety regulations which may exist within any university operations; and
4. Formulate and disseminate conclusions regarding the control or elimination of these safety risks, hazards, or violations.
5. Education

For purpose of this mission statement, Safety shall be defined as, “The control of, or freedom from, the potential for accidental or unintentional injury to persons”. Injury shall be defined as, “Sudden or cumulative medical trauma”. For functional purposes, the committee shall also concern itself with the prevention of any undesired events, which may create the potential for injury to persons.

Safety at H&W Construction Company

The safety and health of all of the workers, managers, and visitors are of the greatest importance to H&W Construction Company, I believe that by taking an active approach to employee safety, we can create an environment in which all member of the Company are healthy, secure, and productive.

The goal of safety cannot be achieved without a “team” approach. For this reason, all employees of H&W should personally commit themselves to learning the policies and procedures of the safety program, and to cooperating with the company’s safety effort.

I also strongly encourage all employees to communicate any problems or suggestions that they may have concerning safety. Our goal is to constantly improve upon the safety program, and to continue to maintain a safe and healthy work environment as the university evolves.

Sincerely,

Walter H. Aikens

Walter H. Aikens
President

General Safety Policy

A: Safety Program Goals

H&W Construction Company is committed to reducing to an absolutely minimum level the occurrence of accidents, injuries, and losses suffered by their personnel. For this reason, the company will constantly work toward:

1. The maintenance of safe and healthful working conditions for all workers and managers.
2. The continuous use of proper work practices and procedures intended to prevent work-related injuries and illnesses; and
3. Compliance with all state and federal occupational safety regulations.

All employees of H&W Construction Company are responsible for knowing the safety policies and procedures related to their jobs and for performing their work in a manner, which adheres to this safety policy.

B: Administrative Responsibility

The administration of H&W Construction Company assumes the responsibility for providing its employees with safe and healthful environment. The Company is committed to implementing this safety program to achieve the aforementioned safety goals and policies.

Accident Reporting

A. Work Accidents

All accidents should be reported immediately to a supervisor, whether the accident involves a personal injury, illness, or damage to property. When an accident involves injury or illness, the office should be notified so that a claim for Worker's Compensation can be filed.

B. OSHA Record Keeping Requirement

When requested by OSHA to do so, the Company should complete the accident reporting form OSHA #300. The 300 form will be used to record any work related fatalities, illnesses, or injuries requiring medical care or restriction of work.

Employees have a right to examine the log. Copies of the 300 Log can be provided to employees upon request through the office. The 300 Log should also be posted in the office during the month of February following those years in which the Company

C: Hazardous Materials

Federal law requires that employees be made aware of all hazardous substances which are present in the workplace.

Hazard Communications (Haz Com)

OSHA's Hazard Communications" standard requires employers to notify employees of potentially harmful chemicals in the workplace environment. The main requirements of the HazCom standards are:

1. Material Safety Data Sheets (MSDS's) must be kept on file pertaining to all hazardous materials in the workplace. MSDA's contain information about the identities and properties of these materials, warnings about their hazards and precautions about handling. [NOTE: These sheets will be kept by some individual departments, and in the office and shop spaces. Employees have a right to see them upon request.]
2. Materials labeling must be used to warn employees of any hazardous materials, which they may use on the job. Any potentially hazardous materials must have a warning label attached to the container, which identifies the associated with the substance.
3. Information and training must be provided to employees concerning any hazardous materials in the workplace. New employees are to be informed regarding methods of recognizing hazardous materials and precautions about their hazards. Employees are also to be informed whenever a new hazardous substance is introduced into the workplace. New employees will be trained within 30 days of hire or placement on Hazard Communications. Employees will certify in writing that they have participated in, and understand, HazCom training before returning to work. If the employee states that he/she does not understand the principles of the OSHA HAZ Com Standard, then effort will be made to repeat the training in a manner which will facilitate the employee's understanding

D: Blood borne Pathogens

OSHA's "Blood borne Pathogen" standard requires that measures be taken to control employee's exposures to biological disease-causing agents in the workplace, including the AIDS virus and Hepatitis B virus. Requirements of the "Blood borne Pathogens" standard include:

- Universal Precautions. The idea behind the "Universal Precautions" approach can be summarized as: "If you see human body fluid which may be contaminated by disease:. Employees are strongly urged to take all necessary precautions to avoid being exposed to disease.

- Exposure determination. The following job classifications are those which may reasonably be expected to occasionally place employees at risk of exposure to blood borne pathogens
- Safe work practices. No type of medical waste (including needles, syringes, used bandages, IV bags, and IV tubes) should be put into the trash. Any such type of waste can be disposed of through Biotech bags and then latter disposed of at the office in the proper biological wastebasket.
- Education and training. Within 30 days of beginning work, all employees who are to be considered to be at risk of exposure to blood borne pathogens (see Section 2, "Exposure Determination" above) will be trained in the hazards and safety precautions associated with blood borne pathogens.
- Employees will certify in writing that they have participated and understand, the Blood borne Pathogens training. If an employee states that he/she does not understand the content of the training, then effort will be made to repeat the training in a manner, which will facilitate the employee's understanding.

E: Flammable and Combustible Substances

- Employees are encouraged to become aware of the types of fires which may occur in their workplaces. The four types of fires are:
- Class A fires involve normal combustible solids such as wood, paper fabrics, and plastics. These fires can be extinguished using water.
- Class B fires involve burning gases or liquids, such as methane gas, gasoline, and alcohol. No attempt should be made to extinguish a Class B fire with water, as water will cause the fire to spread.
- Class C fire are fires which involve electrical wiring or electrical appliances. When no electrical current is present, the fire will be classified as A, B, or D.
 - Any attempt to extinguish a Class C fire could result in
 - electrocution, so no attempt should be made to extinguish a Class C fire unless a maintenance worker is on hand to shut off the electrical power to that part of the building first.
- Class D fires involve burning metals such as magnesium. Water is generally useless for extinguishing these fires, as Class D fires burn so hotly that water will evaporate immediately upon contact. Burning metals may also react explosively with water to other chemicals, so no attempt should be made to extinguish a Class D fire.

- Because water cannot be used to extinguish all types of fires, employees should take note of where the fire extinguishers are located within their work areas. The portable extinguishers are located within the Company contain dry chemicals which can be used for extinguishing various types of fires.
- Employees may attempt to extinguish fires if they believe that they can do so without causing danger to themselves (See the section, "Emergency Response").

F: Asbestos

If small amounts of asbestos have been located on the job prior to construction and if asbestos is not to be removed during the construction process The following procedures will take place.

- II. Asbestos is located prior to construction process
- III. A meeting is held on the job to tell all H&W employees and subcontractors where the asbestos is located and that it is not to be disturbed in any way.
- IV. Each person working on the job will sign a wavier form stating that they were at the meeting and they understood the instructions.
- V. Construction on the job may begin.

If any H&W employee or subcontractor disturbs the asbestos the job site is to be shut down immediately until the asbestos can be removed by a certified team and air samples and a report can be written up and given to H&W Construction Company.

If large amount of asbestos are present on the job site the asbestos should be removed by a certified team prior to any construction on the job. Work shall not begin until a report is given to H&W Construction Company on the findings.

G: Fall Protection

When working at high elevations without a level surface such as pitched roofs or working from out of a skytrac basket employees are to wear safety harnesses and be lashed to a secure object. Before going up in the basket or working on a roof all harnesses should be inspected, knots should be checked to see if they are tight, carabineers or hooking devices should be inspected to make sure they are operational and ropes should be inspected for cuts. If an employee finds that any piece of equipment is damaged they should report it immediately to the project manager so that they can be repaired or replaced.

H: Leading Edge Construction

The following procedures must be followed when performing work on a second story or higher elevated platform installing carpentry, masonry or concrete work. This instruction specifies the procedures for these specific jobs.

- **Trained Workers Only.** -- Only workers who have been trained to be proficient in the alternative methods of fall protection shall be allowed onto a second story or higher elevated platform. Each employee shall be trained to ensure specific awareness of the fall hazards associated with work in these areas.
- **Fall Protection Requirements for Leading Edge Construction** -- While working on a second story or higher elevated platform H&W Construction Company will create a control zone by clearly marking the leading edge where work will be taking place without the use of guardrail, safety net or personal fall protection. This will be created by establishing a control line around the perimeter of the leading edge and be parallel to the leading edge or unprotected area. This control line shall consist of rope, wire, tapes or equivalent materials and supporting as illustrated in 1926.502 sub part M section G-3 Each line shall be flagged or otherwise clearly marked and not more than six foot apart intervals with highly visible material. Line shall be rigged and supported in such a way that its lowest point including sag is not less than 39'' from the working surface and its highest point is not more than 45'' from the walking or working surfaces. Each line shall have a minimum breaking strength of 200 lbs. These lines should stay up until wall construction placement is achieved. Once achieved the leading edge line may be removed.
- **Impalement Hazards.** – Materials and other objects which could pose impalement hazards shall be kept out of the area below where workers are working, or properly guarded.
- **Restricted Access.** – While 2nd story or Higher on and elevated surface work is in progress, workers not involved in such work shall not stand or walk below or adjacent to any openings in the ceiling where they could be struck by falling or flying objects.
- **Staging of Materials** -- Materials and equipment for the work shall be located conveniently close to the workers performing the work.
- **Bad Weather** -- When adverse weather (such as high winds, rain, snow, or sleet) Creates a hazardous condition, operations shall be suspended until the hazardous condition no longer exists.

While abiding by these regulations and working under these conditions there must always be at least two people on the upper decks at a time. One to watch the other operating as the buddy system. By no means shall any work take place on the upper decks until a leading edge perimeter is established and reviewed by a project manager. This will ensure that safety is maintained for all employees.

General Safety Instructions

General Safety Rules

The following are general safety guidelines and instructions for all employees of H&W Construction Company.

Universal Precautions. Employees should remember: "If you see a material which you believe may be hazardous, then you should assume that it is hazardous." All hazardous biological and chemical substances used at the Company are to be labeled as being hazardous, so any unlabeled container of hazardous chemical should be reported to the office for disposal, and any container of medical waste should be disposed of at the office.

Accident reporting. All on – the – job accidents and injuries should be reported to a department supervisor immediately. Any injuries or health problems resulting from work-related activities will be reported to the personnel office as a Worker's Compensation claim.

Material Safety Data Sheets (MSDS's) must be kept in the workplace for each potentially hazardous material present. No samples of personal supplies of any type of chemical will be kept unless a MSDS is also kept. Any new or sample product for which an MSDS is not provided should be returned immediately.

No employee will be assigned to work under unsafe conditions or with unsafe procedures or equipment.

{NOTE: employees have the right to refuse to perform any unsafe work without consequence.}

Responsibility & Implementation

Personnel. The personnel office will be responsible for ensuring that all new employees are presented with all of the safety rules and guidelines pertaining to their position, and for ensuring that all employees who receive this training acknowledge their receipt of this training in written form. The personnel office will keep a record of all employee safety training and maintain all records related to Workman's Compensation claims and OSHA-required 200 –log accident reports.

Supervisors. The supervisor for each job will be responsible for ensuring that all employees comply with Company safety rules and work according to the prescribed safe work procedures.

Employees. All Company workers are responsible for complying with the safety rules and safe work procedures adopted by H&W Construction.

Safety Director. The responsibility of the safety director will be to coordinate various departments' safety activities, to observe, inspect and advise the Company regarding safety and health issues, and implement and improve the Company's safety program.

Departmental Sections

C. Office and Project Managers

1. Hazardous Material Warnings

Many of the chemical products used by office and management members can be considered to be potentially hazardous by OSHA standards. Inks, copier toners, liquid paper (white out), and other office chemicals may be considered to be potentially hazardous materials. Material Safety Data Sheets pertaining to these chemicals can be obtained through the Vice President

2. Storage and Handling Precautions

All chemical products should be used and stored only in the manner prescribed by the manufacturer. Products should not be mixed or stored in containers other than the ones in which they were obtained.

3. Office Safety Rules

1. Floors should be kept clear of wires or other objects
2. Chairs boxes, ect. Should not be used as a substitute for a stepladder
3. Any moving of large furniture should be performed by the Maintenance department only.
4. Any repair of electrically powered equipment or fixtures should be performed by the Maintenance department only.

4. Office Safety Standards

1. All office workstations chairs should be properly adjusted
2. All staff office filing cabinets should be secured to a wall, or be constructed so that only one door may be opened at anytime, or have a top width or depth which is not less than one-half the height.
3. Office machines should be electrically grounded.
4. Furniture, equipment., or materials should not be placed where they will obstruct exit doors.

D. Maintenance/Ground Keepers

1. Hazardous Material Warnings

Many of the chemicals used by the maintenance department should be considered to be Potentially hazardous. Maintenance staff should be aware of the hazards associated with the use or misuse of certain chemicals. Information regarding the hazards posed by specific chemicals used by the maintenance department can be obtained through the office or in the maintenance men's/women's vehicles.

2. Material Storage and Handling

All products used by the maintenance department should be used and stored only in the manner suggest by the manufacture. All materials and equipment used by the maintenance department should be kept in a secured area or in the main office building when not in use.

3. Lock – Out / Tag – Out

All maintenance personnel who are assigned to work on mechanical or electrical equipment will be issued an individual set of Lock-Out / Tag-Out safety equipment. The Lock-Out/Tag-Out set will consist of:

1. A padlock which has been painted red and can be operated with only one key
2. A locking clip or hasp which can be fitted with multiple padlocks, and
3. A large (at least 5'' long and 3'' wide) plastic or laminated tag which will be red or stripped red and will bear a clearly printed message warning the reader not to remove the tag or operate the equipment, plus the name of the user of the tag.

Whenever a maintenance employee is going to come into contact with the working parts or wiring of a piece of powered equipment or building, the employee will perform the following procedure:

1. De-energize the equipment by shutting off the source of any electrical current, heat, pressure, tension, or weight on the equipment;
2. Lock the equipment into the shut-off position if possible;
3. Attach the warning tag to the equipment controls where the tag can be clearly seen by anyone who might use the equipment;
4. Remove the lock and tag only when the work is completed.

No employee should remove another employee's lock or tag or operate a piece of locked-out or tagged-out equipment

4. Safe Work Practices

1. When using any equipment which may produce sparks or small particle, or which may propel dirt, splinters, or other small objects toward the user, the user of the machine will wear protective glasses.
2. all maintenance personnel will comply with the Lock-Out/Tag-Out procedures listed above.
3. All maintenance/grounds personnel will wear long pants when using powered equipment. No maintenance/grounds personnel will wear sandals or bare feet while working. Steel-toed shoes or hard-soled boots are preferred for all maintenance ground workers.
4. All equipment and supplies which are used by maintenance / grounds personnel will be used only for the purpose for which they were designed (examples: gasoline will not be used for cleaning, hoses will not be used for siphoning, knives will not be used for stripping wires, etc.)

E. Shop

1. Material Storage and Handling

All materials should be stored only in their original containers and used only in the manner prescribed by the manufacturer. No combustible materials should be stored near any electrical / utility controls. No material should obstruct any of the electrical / utility controls or any of the exits.

2. Safe Work Practice

1. Tools and machines should not be operated with the safety features of the equipment removed or defeated.
2. Chairs, boxes, piles of material, etc. will not be used in place of a step-stool
3. Equipment, materials, or other debris should not be allowed to obstruct walkways, stairs, or exits.
4. All employees in the shop should wear long pants and hard-soled shoes while working.

3. Storage Lifting Practices

1. Employees are urged to ask for assistance from other employees when lifting any amount of weight more than they can comfortably lift alone.
2. When lifting heavy parcels, employees should remember to keep their backs straight and the parcel close to the body, and to lift with the legs rather than with the back
3. When lifting heavy objects, employees should hold the object against the front of their body, and should not lean or twist their back or waist while lifting the object.
4. The national Institutes for Occupational Safety and Health (NIOSH) have concluded that back support belts do not provide any significant protection while lifting. If employees wish to obtain back support belts for use while working, then they may do so at their own expense. However, the university does not endorse their use.

III. Safety Inspection

Safety inspection will be performed by the Safety Director for each building, which is owned by H&W Construction Company. Safety inspections will also take place by the project managers on the job site for each project that they are handling. Buildings owned by the company will be inspected in random intervals and will be documented on file by the safety director. Project Managers should conduct a quick safety check daily on projects that they are supervising. When safety issues arise they should be brought to the Vice Presidents attention and should be fixed immediately.

IV. First Aid Guidelines

First Aid is any help of care, which an injured person may need immediately after an accident (before paramedics arrive or the victim can be taken to the hospital). All workers and managers should take responsibility for giving first aid to any injured or ill persons who need help.

The following guidelines can help an employee to know how to effectively give first aid:

1. First, attempt to rescue the victim from any immediate danger (as long as it does not place you, the rescuer, in danger as well). Do not attempt to move a victim who is not in immediate danger, because you may cause more injury.
2. check to see whether the victim is breathing. If the victim is having difficulty breathing, then help the victim to be able to breathe (you may have to use CPR or mouth-to-mouth respiration).
3. Control any bleeding, choking, or convulsions. Do not try to remove any foreign objects from the victim's body or give the victim anything to eat or drink
4. Try to get help. If at all possible, do not leave the victim alone. Call 911 as quickly as possible.
5. Try to keep the victim calm and comfortable. Follow any instructions given by the 911 dispatcher. If someone with more medical training than you arrives on the scene, then allow that person to take control of the situation.

V. Emergency Response

A. Fires

1. Small Fires. Fire extinguishers are provided so that employees and students are able to react to small fires. Employees should only attempt to extinguish fires which are small or which are still merely smoldering. Employees should not attempt to extinguish large fires. If a piece of electrical equipment is burning, then employees should not attempt to extinguish the fire, as this may result in the employee being killed by electrocution. Regardless of whether or not a small fire is successfully extinguished, the office should be notified as any fire takes place so a project manager can assess the situation and the damages.
2. Large Fires: Employees should not attempt to extinguish any large fires. If a large fire occurs, then the employee or student who discovers the fire should.
 - a: Shout a warning to any other persons who may be in the area.
 - b: leave the area as quickly as possible. The last person to leave a room should close the door behind him/her, provided that doing so will not place him/her in any further danger.
 - c: Call 911

VI. Protective Equipment

HARD HAT POLICY

It has been defined by OSHA that head protection shall be provided and worn when working in a hazardous environment. This hard hat is to help ensure the safety of the employee from getting hurt from impact, or from falling or flying objects, or from electrical shock or burns. Because each construction site can not be given a daily hazardous analysis for each situation, activity or surrounding and there is an infinity of number of things that could potentially go wrong on a job H&W Construction Company is adopting proactive measures to ensure the safety of its employees. Each job site will be evaluated prior to the construction process beginning and a sign will be posted or employees informed where hard hat areas are deemed necessary. I.e.: Hotel Construction, Bank Construction, Utility work, and Subcontractor work. While employees are working in these areas hard hats are to be worn. Once the sign has been removed from that area and informed by the project manager then and only then will the use of hard hats no longer be required. By adopting this philosophy we are also abiding by CFR 1926.100 mandated by OSHA and Federal Law

This hard hat policy supersedes any hard hat policy written prior to this date and has been adopted as an addendum to our Employee Hand Book. 1-18-07

SAFETY GLASS POLICY

It has been defined by OSHA that the employer is to shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. CFR 1910.133A. Because of the unforeseen risks that could occur each day H&W Construction Company is adopting a proactive measure to ensure work place safety. This policy applies to craft workers, like mechanics, repairers, carpenters, and plumbers, operators and laborers. It is the employees responsibility to ensure that equipment that is provided be maintained. Scratched and dirty devices reduce vision, cause glare and may contribute to accidents.

This safety glass policy supersedes any safety glass policy written prior to this date and has been adopted as an addendum to our Employee Hand Book. 2-2-08



Field Employee Acknowledgement of Handbook Receipt and Understanding

Please Print

Last Name	First Name	Middle
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I hereby acknowledge that I have received a copy of the Company's Employee Handbook and understand my responsibility to familiarize myself with its contents. I also understand that my employment is not for any definite period of time, and that nothing in this handbook in any way creates an expressed or implied contract of employment. I further understand that this Handbook is only a brief summary and overview of the Company's work rules, policies and a brief summary of benefits. I further understand that any and all of the rules, policies and benefits referred to in this Handbook may be amended, modified, reduced or discontinued at any time by the Company in its judgment and discretion. I also agree that both the Company and I remain free to choose to end our work relationship for any reason, with or without notice.

Employee Signature	Date
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Witness Signature	Employee Social Security Number
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