

**SAFETY & ACCIDENT
PREVENTION PLAN**

SWANK ENTERPRISES

PJW EDUCATION CENTER EXPANSION

NOV 3, 2017

SWANK ENTERPRISES' WORKPLACE SAFETY AND HEALTH PROGRAM SUMMARY

Swank Enterprises is committed to protecting all of our resources from losses due to incidents or accidents. To meet this commitment to protect our employees, property and community, we will maintain a safe and healthful work environment on all of our job sites, and will comply with all government regulations. Our objective is to eliminate all hazards, which may lead to personal injury or illness as well as fires, damages or loss of property.

In order to satisfy our company's mission statement, the Swank Enterprises Safety Program has an established policy and defined rules, which are implemented and consistent company wide. At Swank Enterprises we understand that a comprehensive Safety and Health Program not only saves lives and reduces injuries, but also is cost effective and makes good business sense.

The Safety Program is an integral part of every project our team constructs. Our Safety Program is designed to focus on the general safety and health issues inherent in every project, in addition to the site-specific concerns that are identified and resolved in the early stages of project development.

Swank Enterprises has determined that the most productive way to protect all project workers and have a safe working environment is to take a pro-active approach for the project. Our project team examines the proposed construction activities in detail, identifying the unique job hazards and develops methods to eliminate them through engineered solutions, education, training and employee awareness. All of our employees are properly trained to identify potential hazards in the workplace and the utilization of the appropriate protective equipment for maximum safety. We have found that if the workers have the proper support they are more at ease in the workplace and better able to perform their job functions. We encourage building safety awareness through on site teaching methods that help employees recognize and eliminate unsafe acts and conditions and think about safety as a part of every task. Swank Enterprises emphasizes each employee's responsibility to be accountable and responsible for safe work performance to prevent injuries. Through regularly scheduled safety audits, we promote a team effort toward safety, encouraging interaction among employees. This enables every person in the organization to contribute to improving safety performance.

The Project SAFETY Officer is the direct link between management and the work force. Therefore, the primary focus of the Swank Enterprises' Safety Program is the site Safety Officer. Through continued safety education in the field, supervisory staff are aware of the potential job specific safety hazards and are empowered to correct any safety hazard in the workplace. Their responsibilities include implementing the company safety program at the worksite, new employee selection, safety orientation, personal protective equipment selection, employee safety training, weekly safety meetings and enforcement.

We expect our site supervisory staff to set a good safety example for their employees, exhibiting a constant safety attitude and awareness at the project site. Safety consultation is always available to all of the supervisory staff on a Hot Line basis, with safety staff ready to assist the onsite personnel comply with all local, State and Federal safety and health regulations, make available to them procedures and products to protect the employees and to help them maintain a successful on site safety and health management program.

Safety awareness begins with the first day on the job site for new employees. The orientation program includes general workplace safety and conduct expectations and penalties imposed for their violation. Swank Enterprises is serious about workplace safety and will tolerate no deviation from established policies and procedures. All new employees are trained in the hazards of their new job and any procedures and safeguards they must use to avoid potential hazards. Employees are trained to stop and think about their required task and proceed in a safe and productive manner. At Swank Enterprises, we are aware that safety education promotes safety awareness, which in turn reduces injuries and accidents.

We have an interactive safety-training program with our subcontractors. As the "Controlling Employer", we are responsible for total safety, not just for our own employees, but also for the subcontractors we use. We encourage our subcontractors to provide us with a copy of their written safety program and to certify that their employees have received the appropriate safety training in their area of work. Swank Enterprises monitors the efforts of all of our subcontractors to ensure compliance with all safety and health standards.

In case of an injury/accident, an accident investigation is conducted to determine the cause of the injury/accident and the proper corrective action to be taken to preclude any similar future occurrences. The most typical injuries during the last five years stemmed from falling, lifting, minor eye injuries, minor cuts on fingers and hands. The majority of these situations are being avoided through weekly group meetings at the construction site and through specialized training to reinforce Swank Enterprises' commitment in maintaining a productive and safe environment. Our full time Safety Director, Dave Stewart, is dedicated to reinforcing the company's safety commitment as is the onsite Safety officer. This is done through development and implementation of all employee training programs, monitoring of all losses and revising training programs as necessary. Superintendent/Safety officer accountability programs, accident investigation, conducting job site compliance inspections along with record keeping and emergency planning compliment the process. In addition, the Safety Director is responsible for conveying the company mission statement to each construction site in a manner which is consistent, effective and productive.

Swank Enterprises is currently subject to a Montana Contractor Compensation Fund mod factor of .81. When it comes to jobsite safety, Swank Enterprises takes a pro-active approach. We set the example at the work site for our employees and Sub-Contractors to follow. Our commitment to the safety and health of our workers and to the community is of paramount importance and will not be compromised.

ACCIDENT PREVENTION PLAN

The purpose of this document is to help ensure the safety and health conditions for all employees involved in the work as well as the general public in the adjacent areas.

The plan will be administered by Swank Enterprises on a daily basis by Tom Halsey. All employees will be indoctrinated and made aware of their responsibility to make supervisors aware of any potentially unsafe conditions.

All subcontractors will be involved through weekly tool box meetings, preparatory Quality Control meetings, and prephase hazard analysis sessions. Each will be made aware of their responsibility to keep all jobsite personnel informed of the work they are performing and safe from potential hazards. Continuing education through weekly tool box safety meetings involving ALL trades on the job will keep every employee aware of the ongoing work and safety requirements.

Safety inspections will be conducted daily in conjunction with Quality Control inspections. Any unsafe conditions will be documented in the daily report and separate report written to the responsible contractor for corrections.

The unsafe condition will be followed up on to ensure correction before any further work is performed in the area. Correction of the condition will be documented in following CQC reports as well as the next tool box safety meeting. Minutes and attendance of each weekly tool box safety meeting will be kept in a binder on site as well as the Safety Phase Plan minutes as each is completed.

All accidents will be reported immediately to the A/E and a report filed within 24 hours. Any lost time accident will be reported on the monthly Safety Exposure Report.

Public safety will be provided for by fencing of sites and barricading any open excavation. Adequate warning signs will be erected and maintained to protect the public as well as direct traffic flows when necessary. Any road closures will be approved by the U of M prior to happening. Temporary partitions will be constructed with 2x4 wood framing and drywall or plywood with dustproof barriers installed. Emphasis will be placed on adequate signage to direct the general public away from construction areas and to designated pedestrian traffic routes.

Any employee showing signs of drug or alcohol use will be removed from the jobsite.

All subcontractors, as well as the prime contractor, will maintain a current hazard communication plan in the job office and this will be available to all employees.

Following is a list of potential hazards on this project and the action required to overcome each. These hazards will be reviewed and discussed at the prephase conference for each phase and reviewed at the weekly tool box safety meeting. The list is not intended to be final, as job conditions, weather, and other factors can create additional hazards. These additional hazards are to be recognized and dealt with at the prephase meeting or as they develop.

Special emphasis will be placed on communications with owner representatives so all occupants are aware of current construction activities and any changes in emergency egress. Cold weather protection will be established to protect areas demolished in existing buildings for new construction work.

Traffic control and warnings to pedestrians will be through signage, fencing, and monitoring if required during high traffic construction activities.

PHASE SAFETY PLAN FOR EXCAVATION

CONTRACTORS NAME: SWANK ENTERPRISES
LOCATION: U of M Missoula

CONTRACT NO. : PJW Expansion
DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: BACKHOE, TRUCK, BOBCAT

<u>PHASE OF CONSTRUCTION</u>	<u>HAZARDS TO BE CONTROLLED</u>	<u>ACTION TO BE TAKEN TO OVERCOME HAZARDS</u>
EXCAVATION	EXCAVATION COLLAPSE	SLOPE EXCAVATION AT 1:1 ABOVE 4' LEVEL. KEEP EXCAVATIONS DEWATERED.
	EQUIPMENT HITTING EMPLOYEES	ASSURE THAT BACKUP ALARM IS WORKING. BRIEF OPERATORS ON PRESENCE OF OTHER WORKERS.
	FALLING INTO EXCAVATIONS	BARRICADE OPEN PITS – CLOSE AS QUICKLY AS POSSIBLE.
	OVERHEAD LINES	DROP EXISTING TV OR PHONE LINES, OR PROP UP OUT OF THE WAY. MAY REQUIRE A SPOTTER ALWAYS IN THE OPERATOR'S VIEW IF POWER LINES ARE INVOLVED.
	BELOW GRADE UTILITIES	REVIEW DIGGING PERMIT. LOCATE <u>ALL</u> EXISTING UTILITIES PRIOR TO WORK.

PHASE SAFETY PLAN FOR DEMOLITION

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: BACKHOE, TRUCK, BOBCAT, JACKHAMMER

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

DEMOLITION

BUILDING MOVEMENT OR
COLLAPSE

PROPER SHORING & BRACING PRIOR TO
DEMOLITION. ADEQUATE LIGHTING IN CRAWL SPACES

EQUIPMENT HITTING EMPLOYEES

ASSURE THAT BACKUP ALARMS ARE WORKING. BRIEF
OPERATORS ON PRESENCE OF OTHER WORKERS. SET
UP BARRICADES AT BLIND SPOTS WITHIN RADIUS OF
EXCAVATOR TO KEEP WORKERS OUT OF REACH.

JACKHAMMER INJURIES

WEAR EYE PROTECTION AT ALL TIMES. STEEL TOE
PROTECTION WILL BE REQUIRED.

FALLING/FLYING DEBRIS

DEBRIS TO BE DROPPED THROUGH ENCLOSED
CHUTES INTO A FENCED AREA FOR REMOVAL OR
CARRIED DOWN STAIRCASES. A CHECK WILL BE
MADE FOR PERSONNEL BELOW WHEN OVERHEAD
WORK IS TAKING PLACE. CATCH PLATFORMS WILL BE
USED TO LIMIT THE FALL OF DETACHED DEBRIS.
GOGGLES WILL BE USED DURING CHIPPING OR
SAWING OPERATIONS.

FALLS

ALL DEBRIS WILL BE PROMPTLY REMOVED FROM
WORK AREAS AND ALL OPENINGS BARRICADED.
WORK OFF SCAFFOLDS WILL BE DONE WITH
PROTECTIVE RAILINGS AND TOEBOARDS IN PLACE

PUNCTURES-REBAR

PROMPT REMOVAL OF DEBRIS AND PROTECTION FROM
PROTRUDING REBAR WILL BE PROVIDED. SALVAGED
MATERIAL WILL HAVE NAILS REMOVED IMMEDIATELY
UPON REMOVAL

DUST INHALATION

ADEQUATE VENTILATION, DUST MASKS, AND
RESPIRATORS WILL BE PROVIDED AS NEEDED.

PHASE SAFETY PLAN FOR CONCRETE

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: PUMP TRUCK, BOBCAT, FORKLIFT

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

CONCRETE

FORM BLOWOUT

COMPLETE INSPECTION BEFORE POUR TO VERIFY ADEQUATE TIES & WALERS AND PROPER BRACING.

FALL OFF WALL FORMS WHEN PLACING

PROVIDE ADEQUATE CLAMP ON SCAFFOLD AND RAILS AT TOP OF WALLS AND INSURE SECURE ATTACHMENT TO TIES AND FORMS.

CONCRETE SPLATTER IN EYE

WEAR GOGGLES.

FALLS FROM UPPER LEVEL PLACEMENTS

INSURE 100% TIE OFF OR ADEQUATE RAILINGS

REBAR INJURIES

PLACE REBAR CAPS ON ALL EXPOSED REBAR ENDS

FALLING CONCRETE

ROPE OFF AREAS BELOW PUMP BOOM OR SHOTCRETE PUMP. KEEP EVERYONE OUT FROM UNDER IT

PHASE SAFETY PLAN FOR STEEL ERECTION

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: CRANE, TRUCK, MANLIFT

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

STEEL ERECTION
MASONRY REINFORCEMENT

FALLS

100% TIE OFF WHEN OVER 6'. PROPER WORK PLATFORMS, SCAFFOLD, RAILING. REMOVE ANY ICE OR SNOW. INSTALL ALL BRIDGING IN JOIST PRIOR TO LOADING.

MATERIAL INJURIES

PROPERLY SECURE ALL MATERIALS STORED OR IN PLACE. BE SURE NO ONE IS BELOW WHEN CUTTING OFF MATERIAL OR LOWERING SCRAP.

PHASE SAFETY PLAN FOR FRAMING/SIDING

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: MANLIFTS, AIR TOOLS, POWER TOOLS

<u>PHASE OF CONSTRUCTION</u>	<u>HAZARDS TO BE CONTROLLED</u>	<u>ACTION TO BE TAKEN TO OVERCOME HAZARDS</u>
FRAMING/SIDING/SHEATHING	NAIL PUNCTURES	INSPECT EQUIPMENT DAILY. AIR NAILERS TO HAVE ALL SAFETY DEVICES INTACT AND OPERABLE. ALL AIR COMPRESSORS AND HOSES TO BE IN GOOD WORKING ORDER WITH TIGHT FITTINGS. ALL LOOSE BOARDS WITH NAILS ARE TO BE REMOVED FROM WORK AREA OR NAILS REMOVED.
	FALLS	PROPER SCAFFOLDING WITH TOEBOARDS AND GUARD RAILS IN PLACE. TIE OFF IF OVER 6' ABOVE ADJACENT WORK AREAS. MANLIFT OUTRIGGERS TO BE USED AT ALL TIMES. BOOM TO BE RETRACTED WHEN LIFT IS MOVED TO DIFFERENT LOCATION
	SAWING INJURIES	ALL SAW GUARDS TO BE IN PLACE. EYE PROTECTION TO BE WORN.
	FALLING MATERIAL	HARD HATS ON AT ALL TIMES. PROPER STORAGE OF MATERIALS. DON'T OVERLOAD THE STRUCTURE. ALL BRACING AND HARDWARE IN PLACE AND NAILED OFF.

PHASE SAFETY PLAN FOR ROOFING

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: FORKLIFT, MANLIFT, CRANE

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

ROOFING & ROOF
INSTALLATION

EMPLOYEES FALLING

INSTALL STANDARD RAILING AND TOEBOARDS AT
ROOF EDGE. SECURE FOOTING FOR SCAFFOLDS. TIE
OFF WHEN OVER 6' OR SCAFFOLD AT EAVES

FALLING OR BLOWING MATERIAL

WEARING HARDHATS, PROPER STORAGE AND
SECURING OF MATERIAL STORED ON ROOF. DON'T
OVERLOAD NEW FRAMING. DON'T WORK IN
EXCESSIVE WIND. HAVE ENOUGH HELP TO HANDLE
MATERIAL SAFELY.

EQUIPMENT RUNNING OVER
EMPLOYEES

BACKUP ALARMS IN WORKING ORDER.
BARRICADE WORK AREAS. BRIEF
DRIVERS ON PROPER AND SAFE OPERATION.

FALLING OFF EQUIPMENT

TIE OFF TO RAILS IN MANLIFTS. DO NOT
MOVE MANLIFTS UNTIL BOOM IS RETRACTED AND
LOWERED AND A CLEAR, UNOBSTRUCTED PATH
VERIFIED.

CUTS/ABRASIONS

KEEP ALL SAWGUARDS IN PLACE AND METAL SCRAPS
CLEANED UP. WEAR GLOVES AND LONG SLEEVES
WHEN CUTTING AND HANDLING METAL. EYE
PROTECTION REQUIRED WHEN CUTTING.

PHASE SAFETY PLAN FOR WINDOW INSTALLATION

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: MANLIFTS, FORKLIFT, GENIE LIFTS

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

WINDOW INSTALLATION

EQUIPMENT RUNNING OVER
EMPLOYEES

BACKUP ALARMS.
BARRICADE WORK AREAS.
BRIEF DRIVERS ON PROPER AND SAFE OPERATIONS.

FLYING GLASS FROM
POSSIBLE BREAKAGE

SAFETY GOGGLES TO BE WORN.
LONG SLEEVED JACKETS TO BE WORN
NO INSTALLATION IN WINDY CONDITIONS
SAFETY STRAPS AROUND UNITS FROM ABOVE
TAPE OR FILM OVER GLAZING UNITS

FALLS

ADEQUATE STAGING BELOW POINT OF INSTALL
ADEQUATE MANPOWER TO HANDLE THE UNITS
GENIE LIFT INSIDE TO HELP SUPPORT LOAD
SUFFICIENT RAILING AT SCAFFOLDING

PHASE SAFETY PLAN FOR PAINTING

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: LIFTS, POWER SPRAYERS

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

PAINTING/DRYWALL

EMPLOYEES FALLING FROM
SCAFFOLDING

INSTALL STANDARD RAILING AND TOEBOARDS ON
SCAFFOLDING.
SECURE FOOTINGS FOR SCAFFOLDING.

MATERIAL FALLING FROM
SCAFFOLDING.

WEARING OF HARDHATS.
BARRICADE WORK AREAS.

EXCESS FUME INHALATION

INSURE ADEQUATE VENTILATION.

FIRE HAZARDS

INSURE MATERIALS ARE IN PROPER CONTAINERS
SEALED AND PROPERLY STORED. RAGS TO BE
STORED IN ENCLOSED CONTAINERS OUTSIDE THE
BUILDING

SLIPS/FALLS

KEEP ALL FLOORS CLEAN!
TIE OFF TO RAILS ON MANLIFTS. INSURE SMOOTH
ROUTE WHEN MOVING MANLIFTS AND THAT BOOM IS
LOWERED AND RETRACTED PRIOR TO MOVING.

PHASE SAFETY PLAN FOR MECHANICAL

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: BACKHOE, CORE DRILLS, FORKLIFT

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

MECHANICAL

EQUIPMENT RUNNING OVER
EMPLOYEES

BACKUP ALARMS.
BARRICADE WORK AREAS.
BRIEF DRIVERS ON PROPER AND SAFE OPERATIONS.

FLYING PARTICLES FROM PIPE
CUTTING MACHINERY AND
TRENCHING MACHINES

SAFETY GOGGLES TO BE WORN.
APPROVED CUTTING EQUIPMENT.
SAFETY SHOES WITH STEEL-TOES ARE REQUIRED
TO BE WORN BY ALL EMPLOYEES.

TRENCH EXCAVATION: EMPLOYEES
AND EQUIPMENT FALLING INTO
EXCAVATIONS

BARRICADE WORK AREAS AND EXCAVATIONS.
OBSERVE ALL OSHA SLOPING REQUIREMENTS
SAFE DISTANCE FROM EXCAVATED MATERIAL TO
TRENCH EDGE

SLIP OR FALL ON STAIRS WHEN
EQUIPMENT PLACED

BE SURE STAIRS ARE IN GOOD REPAIR AND
EQUIPMENT/MANPOWER ADEQUATE TO PREVENT
DROPPING ANYTHING THAT MY HURT SOMEONE
BELOW. DOUBLE STRAP EQUIPMENT MOVED ON
ROLLERS WITH COME-ALONGS

CORING AND DEMO

WEAR PROTECTIVE EQUIPMENT. DON'T LET
DEBRIS FALL FROM POSITION...SUPPORT AND
THEN LOWER IT.

PHASE SAFETY PLAN FOR ELECTRICAL

CONTRACTORS NAME: SWANK ENTERPRISES

CONTRACT NO. : PJW Expansion

LOCATION: U of M Missoula

DATE PREPARED: 03 NOV 2017

EQUIPMENT TO BE USED: BACKHOE, TRUCK, BOBCAT, FORKLIFT

PHASE OF CONSTRUCTION

HAZARDS TO BE CONTROLLED

ACTION TO BE TAKEN TO OVERCOME HAZARDS

ELECTRICAL WORK

EQUIPMENT RUNNING OVER
EMPLOYEES

BACKUP ALARMS.
BARRICADE WORK AREAS.
BRIEF DRIVERS ON PROPER SAFE OPERATIONS.

ELECTROCUTION OR SHOCK

GROUND FAULT CIRCUIT INTERRUPTERS ON ALL
EXTENSION CORDS. USE GROUNDED TOOLS.
PROVIDE OSHA APPROVED EQUIPMENT AND
TEMPORARY POWER/LIGHT. PROPER PANEL LOCKOUT
AND TAGGING. LIVE PANELS PROPERLY COVERED

CORE DRILLING

USE OF SAFETY GOGGLES.

EMPLOYEES FALLING INTO
TRENCHES

BARRICADE TRENCHES.

DEMOLITION INJURIES

ASSURE POWER IS DISCONNECTED! DON'T LET
MATERIALS FALL...SUPPORT AND THEN LOWER.
ADEQUATE IDENTIFICATION OF IN PLACE ELECTRICAL-
-WHAT STAYS AND WHAT IS TO BE REMOVED