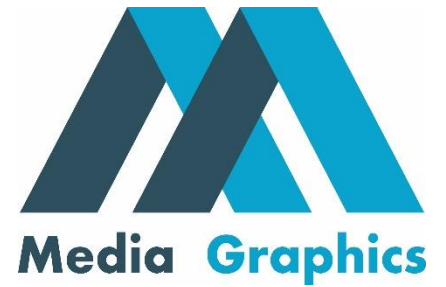

MEDIA GRAPHICS 2017-2018



MANUAL for INSALATION / SET-UP PROJECT SAFETY PROCEDURES



01. INTRODUCTION

A. Management Commitment

Media Graphics Ltd is committed to providing a jobsite that is free of all recognizable hazards. Safety and health issues will be addressed on site by continuous evaluation of contractor/subcontractor work methods, equipment and work areas.

The information in this manual constitutes written policies and descriptions explaining systematic methods/procedures and assigning responsibilities for reducing the risk of personal injury, death or property damage. While Media Graphics cannot anticipate every jobsite hazard, this manual is expected to guide the conduct of all Contractors in order to promote uninterrupted production and to protect life, health, and property.

The provisions of this safety program are well within requirements set forth by regulations, as well as standard industrial practices. The elements of the program are intended to increase the level of Contractors' awareness concerning potential site hazards and encourage safe work practices. These elements will be implemented uniformly and no safety violations will be tolerated. Compliance with the provisions of this manual does not relieve any contractor of their contractual or other regulatory obligations.

This program will be updated periodically to ensure compliance with all applicable regulations and continuous protection of all personnel on site.

B. Contractor Involvement

All Contractors are expected to perform their duties safely and comply with all applicable laws and regulations.

Contractors are encouraged to freely discuss their safety concerns with their immediate supervisors or Media Graphics Representative.

All Contractors are charged with personal responsibility for safe behaviour. Unsafe acts will not be tolerated.

C. Training

Safety training is an integral part of this safety program. Contractors are expected to educate their Subcontractors on the basic elements of this manual as well as other applicable regulatory requirements.

D. Injury Management/Early Return-to-Work

All contractors/subcontractors are expected to return any injured Contractor to a productive environment as soon as possible after an injury. Contractors must evaluate each lost-time injury and review the restrictions placed on each injured Contractor by his/her medical provider. If modified work can be found within the assigned restrictions on site, contractors/subcontractors must provide employment within those restrictions. Media Graphics Representatives will work closely with each injured Contractor's treating physician and rehabilitation specialist, which in return will enable a program of this nature to be successful.

02. SAFETY ORIENTATION

A. General Requirements

All contractors shall ensure that their Contractors receive safety orientation prior to starting work on this project.

Each contractor shall maintain, and make available for inspection, records of such safety orientation and training.

All contractors shall ensure that each subcontractor receives a copy of this orientation and signs the acknowledgement page at the end.

B. Safety Orientation

It is our intention to provide and maintain a totally safe site. Your commitment to safety is a condition for continuous employment on this project.

After you have reviewed these guidelines, sign the last page where indicated and return that page to your Media Graphics Representative.

1. Evacuation:

YOU SHALL IMMEDIATELY:

- Cease all work and shut off all electrical equipment, including welding machines, air compressors, etc.
- Close valves on gas cylinders.
- Walk! (DO NOT RUN OR JUMP FROM ELEVATED POSITIONS) to the designated assembly points. Remain at the assembly point until the all-clear signal is sounded.

Be prepared to follow the directions from your supervisor.

2. First Aid:

All injuries are to be reported to the general contractor's representative immediately.

DO NOT LEAVE THE SITE WITHOUT REPORTING AN INJURY, REGARDLESS HOW MINOR YOU MAY THINK IT IS.

- Injuries requiring a doctor's care will require a drug screen and a medical authorization form from your supervisor.
- If we have a Contractor injured on our job we want the best medical care possible. However, if we have an injury that we suspect is fraudulent we will spare no expense investigating and prosecuting.

3. Protective Equipment:

Head Protection: Hardhat must be worn at all times (with the bill to the front) once entering the work area (unless otherwise specified). Areas of exception are offices, equipment with fully enclosed cabs, lunch and break periods provided no work is going on in the immediate area.

Eye And Face Protection: Appropriate eye protection (ANSI Z87) with side shields is required to be worn by all personnel on the construction site at all times (unless otherwise specified).

Prescription glasses must be approved safety glasses, approved glasses and frames, or approved eye protection.

- When grinding or buffing, a face shield with approved safety glasses will be required.
- When cutting or burning, goggles will be required.
- When welding, a welding hood and lens with an appropriate number filter.
- Chemical goggles are required to be worn when working with corrosive or toxic material.

Respiratory And Hearing Protection: Respiratory and/or hearing protection is required in designated areas and or when performing specific tasks.

- Contractors must be clean-shaven prior to using a respirator.

4. Barricades:

- Barricade tape is not to be used in lieu of physical barricades for floor, hole, wall openings or when permanent handrails have been removed.
- Yellow barricade tape indicates to use caution when approaching or entering the area.
- Red barricade tape requires authorization to enter area. Anyone entering area without authorization is subject to disciplinary action.

5. Fall Protection/Tie-Off:

- A 100% tie-off policy is in effect anytime you are exposed to a potential of fall in more than 6 feet to a lower level.

An approved fall arrest system will be worn when working from unprotected elevations greater than 6 feet and when working in powered man-lifts.

- Approved fall arrest system consists of a full body harness, two shock absorbing lanyards, each with double action or positive locking snap hooks.
- Any lifeline, safety harness, or lanyard actually subjected to fall loading shall be removed from service.

6. Lockout/Tagout:

Lockout/Tagout the power source prior to making adjustments or repairs to any equipment. DO NOT DEPEND on the control switch on drills, grinders etc. UNPLUG THEM.

7. Electrical Tools, Cords:

Tools are to be visually inspected by the Contractor prior to use. Take out of service any tool or cord found to be defective immediately.

- Use approved ground fault circuit interrupters, for all temporary wiring, that are not part of the permanent wiring of the building or structure.
- When using existing building power that is not protected by ground fault circuit interrupters, the Contractor shall supply and utilize in-line (pigtail) ground fault circuit interrupters.
- Use an Assured Grounding Conductor Program in tandem with all ground fault circuit interrupters.
- Check the RPM rating of grinding wheels or discs. The RPM rating must be greater than that of the driver.
- Do not alter tools and guards.
- maintain electrical cords and welding leads at a 7-foot level, avoiding pinch points and creating trip hazards.
- Do not tie electric cords to metal rods or nails.

8. Ladders:

- Ladders must be free from defects.
- Place the ladder so that its base is out 1/4 the distance of the height.
- Tie ladders at the top or secure at the base.
- Do not extend extension ladder its full length; overlap at least 3 rungs.
- Do not use stepladders as extension ladders.
- Fully extend stepladders and lock in position.
- Only one Contractor, at a time, shall work off a stepladder.
- Do not stand or sit on the top or top two rungs of a stepladder.

9. Scaffolds:

- Completely deck all scaffolds, platforms, and staging, with decking secured, and built with standard handrails and toe boards on open sides and ends.
- The footing for scaffolds shall be sound and capable of carrying the maximum intended load.
- Do not erect, move, dismantle or alter any scaffold except under the supervision of a competent person.

10. Clothing:

- Contractors will work fully clothed.
 - Sleeve-less shirts, tank tops, half shirts are not permitted.
- All Contractors shall wear sturdy work-boots while on the project. Some tasks may require additional foot protection.

11. Jewelry: Use good judgment as to what type of jewelry will not constitute hazard. For instance, earrings or chains that could get caught in machinery are not allowed.

12. Compressed Gas Cylinders:

- Cap, tie-off, or otherwise properly store compressed gas cylinders when not in use.
- Cylinders must remain in the upright position at all times.
- Keep protective caps in place.
- Do not use oil or grease on valves or gauges.
- Separate oxygen cylinders in storage from fuel-gas cylinders by at least 20 feet, or by a 5-foot wall with a 30-minute fire rating.

13. Lift Carefully: Like everything else, the right way to lift is easier and safer. If the load is too heavy, GET HELP. Do not lift with your back, bend your knees.

14. Lifting And/Or Swinging Loads:

- Do not walk under a suspended load or permit others to do so.
- Barricade the lift area to control access into the area.
- Never pick up a load in excess of the capacity of the equipment

- Only one person at a time will give hand signals to operator.
- Use tag lines to control loads.
- Never leave a suspended load unattended.
- Never ride on a load, crane hook, headache ball, or forks of a lift truck.

15. Rigging:

- Never use hands or feet to guide cable or line onto a drum or hoist. Use a bar as a guide.
- When it is necessary to stretch cables or lines across roads or walks, block the road or walk if the cable or line is lower than 14 feet above roads or less than 7 feet above walks.
- Seat chain links into a hook by hand pressure only. Never hammer a chain link onto a hook.
- Use approved method to fasten hoisting equipment together.
- Follow the manufacturer's recommendations in determining the safe working loads of hooks. Test all hooks for which no applicable manufacturer's recommendations are available to twice the intended safe working load before they are initially put into use.

16. Chain Blocks:

- When using chain blocks, inspect and check for proper operation using a test load before making a critical lift.
- Know how much you are lifting and the chain block limitations.
- No more than one person at a time shall pull on the chain of a block.
 - Never use a load chain as a sling for lifting.
 - Do not use chains for rigging purposes, with the exception of chain falls with the capacity plate intact.
 - Straighten chains and make every link seat before lifting. Never jerk or put any strain on a kinked chain.
 - Use appropriate or rated material to suspend or anchor chain blocks.

17. Equipment Operations:

- Operators must be trained for the type of equipment being operated. The Contractor shall provide proof of competency for all individuals operating heavy equipment.
- Passengers are not allowed to ride on equipment with operators.

18. Access: Climbing, sliding down columns or diagonal bracing is not permitted. Walking elevated beams and pipe without being tied off is not permitted.

19. Permits: There are various permits required on the project. The general contractor will issue appropriate permits and maintain records. Commonly used permits include:

- Hot Work: Any work, tool, or equipment (welding, burning, grinding, vehicles, portable welders, etc.) which might provide a source of ignition in areas where combustibles are present.

- Confined Space: The authorization required to enter any vessel, pipe, confined space, excavation etc., for any reason.
- Lock And Tag: Prevents operation of a valve, switch or piece of equipment when injury or property damage could result from the operation.
- Excavation: Authorization to excavate anywhere on campus. An excavation permit shall not be issued until a Dig-Safe number is issued and active.
- Scaffold: Permission to use a scaffold that has been erected. A scaffold permit shall be secured by each new Contractor or Subcontractor that seeks to use a scaffold, following a review of their proposed operation.
- Failure to follow instructions on a tag or permit will constitute grounds for removing the Contractor from the site. If you see a tag that you do not understand, ask your supervisor.

20. General:

- Proper housekeeping is essential and will be part of every job.
- Clean up all spills or leaks promptly. The Contractor is responsible for containing and cleaning up all spills caused by its workforce.
- Smoking is permitted in designated areas only.
- No firearms or weapons are allowed on the job site.
- Riding on any equipment that is not designed for personnel transport is prohibited.
- Ride in vehicles with seats firmly attached.
- Contractors must obey all danger and caution signs.
- Correct all unsafe conditions when possible. Report all unsafe conditions to your immediate supervisor or safety personnel.
- No running is permitted on the job site.
- All material raised and lowered from any height must be done by rope (No dropping or throwing).
- No horseplay will be tolerated.
- No fighting. All involved will be subject to being removed from the site.

21. Drug Screening/Substance Abuse Policy:

- Drugs, alcohol, and any form of non-prescription medications shall be prohibited, as well as reporting to work under their influence. Those involved in distributing or accepting any form of illegal drugs or alcohol on the job site will be terminated.
- An Contractor on any type of prescription medication must notify his/her supervisor before starting work for the day.
- All Contractors on the jobsite are subject to drug testing for reasonable suspicion, as determined by the Contractor or Media Graphics. The Contractor is responsible for administering drug tests. Contractors testing positive in a drug test will be dismissed from the site.
- Refusal by any Contractor to submit for reasonable suspicion testing will be interpreted as a positive test result. The Contractor will be dismissed from this site.

22. Acknowledgement:

- . This is to acknowledge that I have received and read Media Graphics's General Requirements and Safety Orientation Guidelines. The requirements and guidelines in this section of the Manual are not intended to cover all possible situations.
- . I understand that I shall not engage in any activity that could create a safety hazard.
- . I agree to abide by the general Requirements and Safety Orientation Guidelines including the drug screening procedures.
- . I further understand that any violation of the general Requirements and Safety Orientation Guidelines may be grounds for dismissal from the project.

Print full name: _____

Signed: _____

Date: _____

Craft : _____

Company : _____

Please return this page to your supervisor.