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Health & Safety Handbook

Health and Safety Handbook

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Safety Policy Statement

At Gerber Construction Inc., the safety and well-being of our employees, contractors, visitors, and the public are our top priorities. We are committed to creating a safe and healthy working environment by integrating safety into all aspects of our operations.

Purpose and Scope:

The purpose of this Safety Policy is to provide a framework for a safe and healthy workplace for all employees and stakeholders, complying with all applicable laws, regulations, and standards. This policy applies to all locations and operations under Gerber Construction Inc.

Responsibility and Accountability:

Safety is everyone's responsibility at Gerber Construction Inc. Senior management is accountable for providing leadership and resources necessary to develop, implement, and maintain our safety programs. All employees are expected to adhere to safety policies, procedures, and practices and to report any unsafe conditions or behaviors.

Commitment to Compliance:

We are dedicated to complying with all relevant occupational safety and health regulations and industry standards. We strive to go beyond compliance by adopting best practices and promoting a proactive safety culture.

Continuous Improvement:

Gerber Construction Inc. is committed to the continuous improvement of our safety performance. We will regularly review and update our safety practices and procedures to ensure they are effective and reflect the latest industry standards and innovations.

Employee Involvement:

We believe that safety is a shared responsibility, and we encourage all employees to actively participate in our safety programs. Through training, open communication, and feedback, we aim to foster a culture where safety is a core value.

Resources and Support:

To achieve our safety goals, Gerber Construction Inc. will provide the necessary resources, training, and support to all employees. We are committed to ensuring that everyone has the knowledge and tools needed to work safely.

Signed,

[Signature]

Jason Woffinden, President

8/26/24

[Signature]

Mark Nielsen, Vice President

8/26/24

8/26/24

[Signature]

Jeromie Miner, Secretary

8/26/24

Safety Committee

Introduction to the Safety Committee

The Safety Committee is established to promote a culture of safety and health within the workplace. The committee's primary purpose is to identify and address potential hazards, develop safety protocols, and ensure compliance with relevant safety regulations. The committee plays a vital role in fostering a safe working environment by engaging employees, reviewing safety practices, and advising management on safety-related issues.

Committee Structure

Composition: The Safety Committee is composed of a diverse group of employees representing various departments across the organization. This includes:

- **Chairperson:** Oversees committee meetings and activities, sets the agenda, and ensures effective operation of the committee.
- **Secretary:** Records meeting minutes, maintains committee records, and handles correspondence.
- **Members:** Employees from different departments who contribute insights and participate in safety initiatives.

Selection Process:

- Members are nominated by department heads or elected by their peers.
- Each member serves a term of one year, with the option for reappointment.

Roles and Responsibilities

Committee Members:

- Attend all scheduled committee meetings and participate actively.
- Conduct safety inspections and report findings.
- Review accident reports and recommend corrective actions.
- Participate in developing and revising safety policies and procedures.

Chairperson:

- Lead committee meetings and coordinate activities.

- Prepare meeting agendas and ensure all topics are covered.
- Serve as the primary liaison between the committee and management.

Secretary:

- Document and distribute meeting minutes within one week of each meeting.
- Maintain a record of all safety committee activities, reports, and communications.
- Manage correspondence and maintain a schedule of meetings and inspections.

Meetings

Frequency: The Safety Committee meets monthly on the first Tuesday of each month. Additional meetings may be scheduled as necessary.

Agenda: Meeting agendas are prepared by the Chairperson and distributed to members at least three days before the meeting. Typical agenda items include:

- Review of previous meeting minutes.
- Discussion of recent safety incidents or near misses.
- Updates on ongoing safety initiatives and inspections.
- Employee safety concerns and suggestions.

Minutes: The Secretary is responsible for recording minutes at each meeting. Minutes must include a summary of discussions, decisions made, action items, and responsibilities assigned. Minutes are distributed to all members and are made available to employees upon request.

Safety Inspections and Audits

Frequency and Scope:

- Safety inspections are conducted quarterly by committee members. Inspections cover all areas of the workplace, focusing on identifying potential hazards, unsafe practices, and compliance with safety regulations.

Reporting and Follow-Up:

- Inspection findings are documented using the Safety Inspection Report Form. Identified hazards are prioritized based on risk level, and corrective actions are assigned to the responsible department.

- The committee reviews the status of corrective actions at each meeting to ensure timely resolution.

Incident Investigation

Procedure:

- The Safety Committee is responsible for reviewing all incident reports involving workplace injuries, illnesses, or near misses.
- A subcommittee may be formed to conduct a detailed investigation of serious incidents. The investigation process includes interviewing involved parties, examining the incident site, and reviewing relevant documentation.

Documentation:

- All incidents are documented using the Incident Report Form, which includes a summary of the incident, root cause analysis, and recommended corrective actions.
- The completed form is reviewed by the committee and filed for future reference.

Training and Education

Committee Training:

- All committee members are required to complete safety training, including hazard recognition, risk assessment, and incident investigation techniques.
- Refresher training is provided annually to ensure members stay updated on safety standards and best practices.

Employee Education:

- The committee is responsible for organizing safety awareness campaigns, workshops, and training sessions for employees. These initiatives aim to educate employees on workplace hazards, safe practices, and emergency procedures.

Communication and Reporting

Internal Communication:

- The committee communicates safety updates, inspection results, and safety tips through email, bulletin boards, and monthly newsletters.

Reporting Channels:

- Employees are encouraged to report safety concerns or hazards to the Safety Committee through an anonymous reporting system, suggestion box, or directly to a committee member.

Emergency Preparedness

Role in Emergency Plans:

- The Safety Committee participates in developing and reviewing the organization's emergency response plans.
- The committee conducts annual reviews of emergency procedures to ensure effectiveness and compliance with regulations.

Drills and Exercises:

- The committee organizes regular safety drills, such as fire and evacuation drills, to prepare employees for emergency situations.
- After each drill, the committee reviews performance and provides feedback for improvement.

Review and Evaluation of Safety Programs

Regular Review:

- The Safety Committee conducts an annual review of all safety programs and policies to assess their effectiveness and identify areas for improvement.

Continuous Improvement:

- Based on review findings, the committee makes recommendations to management for enhancing safety practices and implementing new safety initiatives.

Compliance and Legal Obligations

Regulatory Compliance:

- The Safety Committee ensures the organization complies with all relevant safety laws and regulations, including OSHA standards and local safety codes.

Record Keeping:

- The committee maintains records of all meetings, inspections, incident reports, and training sessions for at least five years to demonstrate compliance with safety regulations.

Recognition and Rewards

Safety Achievements:

- The committee oversees the Safety Recognition Program, which rewards employees and departments that demonstrate outstanding safety performance. Awards are given quarterly based on criteria such as zero accidents, proactive safety improvements, and participation in safety training.

Confidentiality and Privacy

Handling Sensitive Information:

- All committee members must adhere to confidentiality policies regarding the handling of sensitive information, including incident reports, safety concerns, and investigation findings. Breach of confidentiality may result in disciplinary action.

Review and Amendments to the Safety Manual

Manual Review Process:

- The Safety Committee reviews the safety manual annually to ensure it reflects current practices and regulatory requirements.

Amendment Procedure:

- Proposed changes to the manual are discussed during committee meetings. Amendments require a majority vote for approval and are subject to final approval by senior management.

Section 1 – Welcome

1.1 Health and Safety Overview

Gerber Construction, Inc. and MillSite Enterprises, a subsidiary of Gerber Construction, Inc. are committed to the continual improvement of health and safety in all of our operations. It is a top company priority to provide an accident-free work environment for all employees, contractors and neighbors. We also intend to provide a safe and healthful workplace that is free from recognized and potential hazards while meeting or exceeding compliance with federal, state and local regulations.

Communication between all employees and levels of the organization is key to the success of these policies and the prevention of accidents is an integral part of the Company's success. It is the duty of each employee to accept and follow established safety regulations and procedures. Our safety programs are based on past experience and current standards, and are an important part of the Company's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for corrective action and/or termination of employment and/or elimination from safety incentive programs.

1.2 Function of this Handbook

Throughout the handbook, Gerber Construction, Inc. and Millsite Enterprises will be referred to as the Company.

This handbook contains general statements of Company policy and should not be read as including all of the details of each policy. This handbook applies to all employees of the Company, and is intended to provide guidelines and summary information about its health and safety policies. It is important that you read, understand, and become familiar with this handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

The Company reserves the right to modify, supplement, rescind, or revise any policy from time to time, with or without notice, as it deems necessary or appropriate.

1.3 Corrective & Disciplinary Action(s) related to Safety Violations

Employees

Your safety and the safety of all others working with you is a company core value. You are expected to embrace that value by being committed to "Safety Always." Employees may require warnings (verbal/written) or reminders regarding the company's safety policies. These warnings shall be administered by upper management, designated supervisors, or the company safety officer. When corrective action is needed, the following steps will be followed:

1st Warning: A verbal warning regarding the policy being violated. The incident will be documented in that day's site safety report.

2nd Warning: Regardless of it being the same or similar incident, it will result in a documented written warning.

3rd Warning: Regardless of it being the same or similar incident, it will result in the employee being issued a final written warning. Additionally, the employee will be sent home for the remainder of that day, and potentially additional days, depending on the severity of the incident.

Before the employee can return to work, a meeting with the Company President or other representative must take place.

4th Warning: Immediate separation of employment.

Important Note: Based on severity or circumstances, the Company reserves the right to bypass initial warnings and move directly to further disciplinary action that may include termination.

Supervisors:

Supervisors are expected to ensure the safety of those you have stewardship for by administering the outlined steps if necessary. If it is found that the supervisor is neglecting this responsibility, these steps may also be applied to that supervisor. Again, the Company reserves the right to take into account all circumstances before making decisions related to corrective action.

Section 2 - Incident, Injury, and Illness Response and Reporting

All incidents must be reported regardless of their seriousness or significance. Incident management procedures are created and posted on job sites to assist in the identification and facilitation of emergency situations. Minor injuries that can be treated with onsite first aid will be performed by a first aid certified employee. Minor injuries that require medical attention will be facilitated by the Supervisor & Health & Safety Department. Serious injuries that require immediate medical attention will involve the notification of emergency medical professionals by dialing 911.

For incidents where employees require medical attention beyond first aid, the direct supervisor of the involved employee must complete an "Initial Incident Report" and submit that report to the Health & Safety Department. It is company policy the employee report to and be treated by a Company insurance approved medical provider. This is normally facilitated by the Health & Safety Department. Do not seek medical treatment on your own for a work-related illness or injury. Contact your direct supervisor and the Health & Safety Department. Failure to comply with this policy will result in corrective action up to and including termination of employment.

Failure to use Company insurance approved medical provider may result in additional cost directly to the employee and the diagnosis to be considered invalid. Our insurance provider has comprehensive lists of providers that are trained in the specifics of work-related injuries and the rehabilitation of these types of injuries.

Incidents at Company worksites involving individuals not employed by the Company must be immediately reported to the Health & Safety Department for investigation.

Company vehicle and equipment incidents must be immediately reported to the direct supervisor and to the Health & Safety Department.

Section 3 - Hazard Communication

3.1 Hazard Communication Program Overview

Hazard Communication is critical to ensure that all employees are protected from hazards associated with the workplace. Through this written program, training, proper labeling and Safety Data Sheets (SDSs) the Company ensures that hazardous exposures are eliminated/minimized so as to reduce risks associated with negative health outcomes or hazardous events.

Education and training is provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. Employees will be informed of the location of the written hazard communication program, chemical inventory list, and SDSs. The following elements are critical to the effective implementation of this program:

3.2 Container Labeling

All containers that are received and used by the Company are clearly labeled as to the contents with the appropriate hazard warnings. Containers will not be released for use until this information is verified.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information:

- Chemical identity
- Appropriate hazard warnings
- Name and address of the manufacturer

Labels on containers will not be removed until all residues have been removed from the container and the container is ready for disposal.

3.3 Safety Data Sheets (SDS)

Safety Data Sheets (SDS) information will be available and managed for all chemical materials

purchased and used by the Company. SDSs will be provided to the Company by chemical suppliers or manufacturers. If a supplier or manufacturer does not supply an SDS, the Company will request and obtain the document prior to use of the chemical. Employees that obtain chemicals are responsible for making sure that an SDS is obtained and supplied to the Health & Safety Department. A chemical inventory list of chemicals and SDSs will be maintained by the Health & Safety Department at the main Lehi location. Notification will be made to the Health & Safety Department if an SDS is missing or out of date.

SDSs will be made available to Company employees or sub-contractors anytime that they would like to evaluate the health and safety information for a chemical. Employees will be made aware and trained of any hazards, precautions, required personal protective equipment or storage requirements prior to use of a chemical. The Health & Safety Department is available to review SDSs anytime that there is a question or concern. If there is a first aid or medical situation related to a chemical used by the Company, the SDS will be supplied to the medical facility where treatment is to occur upon request.

3.4 Training

Prior to beginning employment with the Company, each employee will attend a health and safety orientation where they will receive information about the hazards of the workplace. Employees will receive training about the specific hazards that they will encounter while working for the Company. Training will vary based on employment position (e.g. office employees will have different levels of risk and exposure than shop or site workers) and may include but not be limited to:

- SDS sheet use and location
- Label use
- Chemicals present at the workplace
- Personal Protective Equipment required for handling various chemicals
- Emergency response to chemical exposures
- Locations and availability of first aid supplies

Employees will receive refresher training on hazards of the workplace periodically, and toolbox talks will be presented that address specific site hazards and prevention. Also, any time that the Health & Safety Department or other supervisory personnel identify a deficiency in hazard communication training, or worksite hazards change, additional training will be provided.

3.5 Hazards of Non-Routine Tasks

Periodically, employees are required to perform hazardous, non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include specific chemical hazards, protective/safety measures the employee can take, environmental controls such as ventilation, and company controls such as respirators, look-out personnel, and emergency procedures. Employees will never eat, drink or smoke while using chemicals, and will always wash their hands after working with chemicals.

Section 4 - Safety Briefings / Toolbox Talks

The Company conducts mandatory safety briefings each week. All employees will attend and participate in the meetings. Subcontractor employees may also attend such briefings as needed. Project supervisors (foremen, superintendents, etc.) and/or the Health & Safety Department will facilitate the briefings. The briefings will be documented on the Daily Safety Briefing form and forwarded as hard copy or through an electronic application to the Health & Safety Department.

The primary purpose of the briefing is to convey safety information and answer any employee questions. Topics covered in the meetings will include subjects important to the Company's Health and Safety Handbook and scope of work such as:

- Incident and Illness prevention
- Special job hazards (e.g. confined space entry, Lockout/Tagout, etc.)
- Hazard Communication
- Scaffold Safety
- Fall Protection

Briefings will be participatory in nature and designed to involve all employees. Employee comments and feedback will be noted on the Daily Safety Briefing form. At the conclusion of each briefing, each employee will sign an attendance sheet and be held accountable for the material presented.

Section 5 - Personal Protective Equipment (PPE)

5.1 Purpose

Where engineering and administrative controls cannot eliminate (or reduce to safe levels) health and safety hazards to employees, Personal Protective Equipment (PPE) is utilized. PPE shall be used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

The Company will provide most Company-required PPE for employees to perform his or her job safely. The main exceptions to this policy are safety-toe work boots, standard work gloves, and prescription safety glasses as per OSHA standards. Contact the Health & Safety Department for information on the Company's safety-toe boot and prescription safety glasses purchase program. Contact your direct supervisor regarding any PPE needs and/or questions. The direct supervisor will then contact the Health & Safety Department.

All employee-provided PPE must comply with the applicable OSHA standards. The Company reserves the right to perform inspections of any PPE to assure its adequacy, including proper maintenance, and that it meets stated Company requirements. All PPE utilized by the Company shall be of safe design and construction for the work to be performed.

5.2 Eye and Face Protection

Eye protection will be worn at all times while working on job sites and at all times outside of the office, rest rooms, and break room the shop. Only safety glasses with an ANSI rating of Z87+ with side shields/wrap around are approved for general construction & company use. Welding, burning and cutting operations require specialty eye and face protection. Any operations that involve grinding, chipping or the potential for flying particles require face shields in addition to safety glasses. Employees requiring prescription eyeglasses must wear company issued safety goggles over their prescription eyeglasses until they are able to obtain the properly rated prescription safety glasses.

5.3 Head Protection

Head protection is required at all times for employees while on job sites or anytime there is a danger of head injury from impact, from falling or flying objects, or from electrical shock and burns. Self-supplied hard hats must meet or exceed the company required Type 1, Classes G & E ANSI/ISEA Z89.1-2014 rating. All company-issued industrial head protection meets this rating. Bump caps are approved head protection for shop employees.

5.4 Hearing Protection

Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in the table below (Table D-2, Permissible Noise Exposures, from §1926.52), hearing protective devices shall be provided and used:

Duration per day (Hours)	Sound level (dBA slow response)
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
.5	110
.25 or less	115

Hearing protection (ear muffs and or ear plugs) will be made available to all employees who are required to work in an area where the noise level is above 85 dbA (8hr TWA). Self-supplied hearing protection may be used if it meets the protection requirements listed above, is in good condition, and is approved by the Health & Safety Department.

5.5 Respiratory Protection

Any operation that generates harmful airborne levels of dusts, fumes, sprays, mists, fogs, smokes, vapors, gases or that may involve oxygen-deficient atmospheres requires the use of effective safety controls. This must be accomplished, as much as feasible, by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When engineering and/or administrative controls are not feasible or sufficient, or while they are being instituted, appropriate respiratory protection shall be used to protect each employee from the contaminant. Each employee is required to use provided respiratory protection when conditions warrant their use.

Employees will not be allowed to wear respiratory protection prior to completion of a medical evaluation, fit test, and respirator use and care training.

5.6 Clothing and Protective Wear

In order to protect themselves from changing workplace conditions, employees should prepare for worst-case weather conditions. It is a good idea to dress in layers, and to have an extra set of work clothes.

Standard clothes should cover the entire body, trunk, legs, and arms to 4" below the shoulder area (T-shirt sleeve length). Work clothing should be durable, close fitting and clean. When on or within the boundaries of any and all job sites, the outermost layer of clothing MUST be of a hi-visibility color (hi-viz green/yellow or orange). Scarves, loose jewelry, dangling ear rings or body rings and accessories are deemed to be a hazard around moving machinery or rotating equipment and are not permitted. All safety equipment must be maintained in sanitary condition and ready for use. Report any defective equipment immediately to the direct supervisor or Health & Safety Department.

The proper class of hi-visibility safety vests/shirts/jackets with reflective striping shall be worn when employees are engaged in flagging traffic, working in night conditions, working outside a barricaded area, in or around all moving equipment (including heavy equipment), in low-visibility conditions or at any time deemed necessary by the employee's supervisor. Different "class" hi-vis clothing may be required by contract/project and will be supplied as needed.

5.7 Gloves

Gloves should be worn where protection is needed against concrete, rough or sharp objects, hot materials, or other caustic or abrasive chemicals. When handling chemicals, the proper synthetic gloves should be worn. Glove selection is to be determined prior to beginning of the

required task by the project supervisors and Health & Safety Department. Gloves should not be used while working on moving machinery such as drill presses, lathes, table saws or other such rotating or moving equipment that might catch on the glove and pull it and the employee's hand into the hazardous area.

5.8 Boots

6" upper (minimum) leather or leather/synthetic, steel or composite toed work boots with a heavy sole shall be worn at all times and be and remain in good working condition. Boot tread(s) must be no less than 25% of the original tread amount. In order to ensure maximum protection to the feet, metatarsal (over the foot) guards may be required during jackhammer operators or any workplace operations that involve an increased risk to the foot or the lower leg.

5.9 Body Harnesses and Lanyards

Full-body harnesses and self-retracting lifelines or shock-absorbing lanyards shall be worn any time that an employee is working in an area that requires fall protection. Harnesses, SRLs, lanyards and connecting equipment shall be inspected by employees prior to each use. Any fraying or worn surfaces should be brought to the attention of the direct supervisor or Health & Safety Department immediately and should not be used prior to correction or replacement.

Section 6 – Workplace Safety

6.1 Inspections

The Company utilizes daily foremen inspections and regular safety inspections by the Health & Safety Department to monitor ongoing operations and safety and health practices and to identify improvement opportunities.

Any deficiencies that are identified as part of this program are discussed between involved parties and a corrective action is put into place. Significant findings or recurring findings are discussed in management meetings to make sure that the adequate resources are available for appropriate, permanent corrective action.

6.2 Confined Spaces

Employees may encounter jobs where it is necessary to enter confined spaces. Confined or enclosed spaces include, but are not limited to storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces that may trap heavier- than-air atmospheres such as pits, tubs, vaults and vessels. Evaluation of such spaces, including an Activity Hazard Analysis (AHA), is conducted by project supervision and the Health & Safety Department. Site-specific training may be conducted prior to entry into any confined space as needed.

6.3 Excavations

The Company may work on jobs where excavation is part of the scope of work, or an existing condition that the Company must work within or around. Both the excavation process and the risk from existing trenches, pits or other digs lend to hazards that must be addressed.

Excavation risks will be evaluated and controlled by project managers, job foremen and the safety director.

6.4 Fall Protection

Fall protection requirements under the OSHA Construction regulations require considerable planning and preparation whenever an employee works above dangerous equipment on ramps or runways, or at heights that require fall protection. This includes all employees who might be exposed to fall hazards, except when designated employees are inspecting, investigating, or assessing workplace conditions before the actual start of construction work or after all construction work has been completed. All fall protection systems selected for each application will be installed before an employee is allowed to go to work in an area that necessitates the protection. Types of protected areas may include:

- Unprotected Sides and Edges
- Wall Openings
- Leading Edge Work
- Hoist Area
- Formwork
- Ramps, Runways and Walkways
- Excavations
- Precast Concrete Erection
- Floor Openings

6.5 Scaffolding

Scaffolding, platforms or temporary floors may be provided for and used by employees engaged in work that cannot be performed safely from the ground or other solid surface. Employees working on or around scaffolding must be aware of, and foremen will ensure the ongoing compliance of, the following:

- Loading
- Construction
- Access
- Ramps and Walkways
- Use
- Fall Protection
- Falling Object Protection

6.6 Ladders

Ladders shall be inspected prior to each use. Ladders shall be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment. Any such ladders shall be removed from service and repaired or replaced. Any ladder that is removed from service should be disposed of to prevent the possibility of someone using an unsafe ladder. Ladders must be tied down, extended three feet above the landing surface and be set at a 4' vertical:1' horizontal angle (75°slope). If the ladder cannot be extended 3' above the landing, it must be secured both top and bottom and a handhold provided to aid in dismounting the ladder.

6.7 Electrical

Employees shall inspect electric cords and equipment for external defects before the equipment is used. The inspection shall include grounding prongs, condition of cord, receptacle and plug. Employees must also ensure that the cords are free of any knots.

Extension cords connected to equipment shall not be used for raising or lowering the equipment. Extension cords being used must have a grounding conductor. Extension cords shall not be fastened with staples, hung from nails, suspended by wire or otherwise hung in such a fashion that could damage the outer jacket or insulation.

When working around electrical equipment each employee shall treat such equipment as "live" and take necessary precautions to avoid contact. Worn or frayed electric cords or cables shall not be used. Any splices or repairs shall be made by a competent person and repaired so that the splice retains the insulation, outer sheath properties and usage of the original manufacturer's standards. All equipment such as electrical tools or appliance must be grounded or of the double insulated type.

Generators must be GCFI protected while in operation at Gerber.

6.8 Lockout/Tagout

Employees shall not be permitted to perform maintenance or repair activity on equipment (such as compressors, mixers, screens or pumps) where the inadvertent operation of the equipment could occur and cause injury, unless all potentially hazardous energy sources have been locked out and tagged.

Employees that are not trained in lockout/tagout operations will not perform this work until they have received detailed training.

6.9 Fire Protection

In order to protect the health and safety of all employees, company operations must be conducted in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials. Firefighting equipment shall be conspicuously located, readily accessible, periodically inspected and maintained in operating condition. Special precautions shall be taken in areas where welding or other "hot work" is being done and in the transferring of flammable liquids.

6.10 Welding, Cutting & Brazing

When welding, cutting or brazing activities are performed stringent precautions will be taken to prevent injuries, illnesses and fires. Only authorized and trained personnel are permitted to use welding, cutting or brazing equipment. Safety rules will be followed for:

- Transporting, moving and storing compressed gas cylinders
- Placement of cylinders
- Treatment of cylinders
- Fuel gas use
- Hoses
- Torches
- Manual electrode holders
- Welding cables and connectors
- Grounding
- Shielding
- Ventilation

6.11 Housekeeping

Good housekeeping not only improves the appearance of the work place, it also helps prevent fires, incidents and personal injuries. All projects shall be kept clean and free of debris and rubbish at all times. Trash piles shall be removed at regular intervals and containers shall be provided for collection of all refuse. Access points shall not be blocked with garbage, tools or equipment.

Section 7 - Equipment Safety

7.1 Hand Tools and Equipment

All hand and power tools and similar equipment, whether furnished by the Company or the employee, shall be maintained in a safe condition. The Company shall not issue or permit the use of unsafe hand tools. Employees will ensure that tools are used in an appropriate environment, will not remove equipment guards and will wear appropriate PPE while working

with hand tools and equipment.

7.2 Forklift/Heavy Equipment

The Company recognizes that forklift and heavy equipment use can be potentially hazardous if adequate precautions and safeguards are not in place. Operators must be trained and will be familiar with equipment instruction and follow all legal and manufacturer requirements (e.g. loading restrictions, seatbelt use, maintenance schedules, etc.) prior to operation.

7.3 Cranes

Only NCCCO certified operators, or employees-in-training being directly supervised by a certified operator may operate a Company crane.

The Company shall comply with the manufacturer's specifications and limitations applicable to the operation of its cranes. Attachments used with the cranes shall not exceed the capacity, rating, or scope recommended by the manufacturer. Rated load capacities, recommended operating speeds, special hazard warnings, and other instructions shall be conspicuously posted on all crane equipment. Instructions or warnings shall be visible to operators while they are at their control stations. Hand signals and/or radios for crane operation will be utilized by employees working with the crane (operators, riggers, signalmen, etc.).

Section 8 - Drug and Alcohol Policy

8.1 Purpose

The Company is committed to a safe, productive, and drug-free work environment while promoting the general health and well-being of its employees. These values, however, are jeopardized when employees use illegal drugs or alcohol on the job or come to work under their influence. The abuse of drugs and/or alcohol creates a variety of work place problems including, but not limited to, work related injuries, increased absenteeism, increased work place theft, diminished employee morale, decreased productivity, increased financial burdens on health and benefit programs, and a decline in the quality of products and services. In order to achieve the objectives of safety, productivity, health, and well-being in the workplace the Company has adopted this plan to specify the circumstances under which testing may be required, and the procedures for conducting such testing.

This policy applies to all persons including owners, officers, and management whom the Company employs and all applicants who seek employment with the Company. Employees or applicants who are required to have a Commercial Drivers License (CDL) to perform their work responsibilities are also subject to the additional requirements of the Drug and Alcohol Policy for commercial drivers.

8.2 General Policy

Each employee has a responsibility to co-workers and the public to deliver services in a safe

and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illicit drugs, abused prescription drugs, or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results, as in the case of employees engaged in driving, operating equipment, involved in hazardous work conditions or the use of hazardous materials. It is, therefore, the Company's intent to limit, as much as possible, the serious effects of drugs and alcohol in the work place by terminating any employee that violates the terms of this program.

8.3 Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Controlled Substances: Means the following six drugs or classes of drugs: marijuana, cocaine, opiates, amphetamines, methamphetamine (MAMP) and phencyclidines and/or their metabolites. The Company reserves the right to expand this definition to include other substances.

Drug: Any substance which is controlled under Federal or State law, and/or which is recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopathic Pharmacopoeia, or other drug compendia, or supplement to any of those compendia. This includes without limitation narcotics, hallucinogens, depressants, stimulants, intoxicants and other controlled substances.

Drug Testing or Drug Test: Scientific analysis for the presence of drugs or their metabolites in the human body.

Employee: Any person who is in the service of the Company for compensation.

Employer: Any person who is an owner of the Company. The term includes agents, officers or representatives of the Company.

Medical Review Officer (MRO): A licensed physician responsible for receiving laboratory results generated by an employer drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual confirmed positive test result together with his or her medical history and any other relevant biomedical information.

On-Call Employee: Any individual who may be expected to respond to a workplace situation after regular work hours have concluded to conduct business for the company.

Prospective Employee: Any individual who has made written or verbal application to become an employee of the Company.

Sample: Any collection of urine, blood, breath or saliva used for drug and/or alcohol testing.

Refusal: Any time an employee:

- Fails to show up for any test within a reasonable time after being directed to do so by the Company or to remain at the testing site until the testing process is complete.
- Fails to provide a specimen for any drug or alcohol test required.

- Fails to provide a sufficient amount of urine when directed, unless it has been determined through a required medical evaluation, that there was an adequate medical explanation for the failure.
- Fails to cooperate with any part of the testing process.
- Fails or declines to take a second test the employer has directed following a negative dilute result.

8.4 Prohibited Behavior

Drug Use/Distribution/Impairment/Possession

The presence in the body (including the presence as a metabolite), possession, use, distribution, dispensing, and/or unlawful manufacture of prohibited drugs is not condoned while conducting business for the Company, or while in work areas or company vehicles on or off the company premises. No employee will work under the influence of prohibited drugs. Furthermore;

- No employee shall be on duty, if the employee uses any controlled substance, except for prescribed drugs as provided for in this policy.
- No employee shall be on duty, if the employee tests positive for use of controlled substances, except for prescribed drugs as provided for in this policy.
- A person who refuses to be tested under the provisions of this policy shall be treated as if a positive test result has been received.

Alcohol Use/Possession/Reasonable Suspicion

The presence in the body, possession, use, distribution, dispensing, and/or unlawful manufacture of alcohol or alcoholic products is not allowed while conducting business for the Company, or while in work areas or in company vehicles on or off company premises. No employee will work under the influence of alcohol. Further;

- No employee shall be on duty if the employee tests positive for use of alcohol.
- No employee shall use alcohol while on duty.
- No employee who is required to take a post-incident test in accordance with this policy shall use alcohol for eight (8) hours following the incident or until he or she undergoes a post-incident alcohol test, whichever comes first.
- No employee may have a Breath-Alcohol Content (Br-AC) greater than 0.02 while working for the Company. An employee who tests above this level will have their employment terminated.

Substance Testing

Substances tested by the Company may include but not be limited to the following:

- Amphetamine (AMP)
- Methamphetamine (MAMP)
- Marijuana (THC)
- Phencyclidine (PCP)
- Cocaine (COCAINE)
- Opiates (OPI)

Refusal to Submit to a Required Alcohol or Controlled Substances Test

No employee shall refuse to submit to a post-incident alcohol or controlled substance test, a random controlled substance test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substance test. For the purpose of this paragraph, refusal is defined above.

Off Duty Conduct

Off-the-job use of illegal drugs, alcohol, or other controlled substances which result in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or which can be expected to cause harm to the Company's employee safety, image or relationship with co-workers or the public is prohibited.

Prescription Drugs

The proper use of prescription medication prescribed by a physician is not prohibited. The Company, however, does prohibit the misuse of prescribed medication. In addition, an employee should report to the medical review officer (MRO) when queried, the use of prescription or nonprescription drugs which may affect drug test results. It is the employee's responsibility to determine from his or her physician whether a prescribed drug may affect job performance. An employee using drugs at the direction of a physician is required to notify his or her supervisor in the event these drugs may affect his or her job performance, such as causing dizziness or drowsiness according to the following procedure:

- Employee has knowledge that a prescription drug may affect his/her job performance
- Employee notifies supervisor of this knowledge
- Supervisor makes a determination whether non-safety sensitive work is available for the employee (consultation with the Health & Safety Department is required)
- If no non-safety sensitive work is available, the employee will be sent home for the day. The supervisor along with the Health & Safety Department will arrange for the employee to be transported home if he/she is not supposed to drive according to the prescribing physician. If the employee refuses transportation assistance, 911 will be notified.
- If a non-safety sensitive position is available, the employee can continue working in this capacity. The supervisor along with the Health & Safety Department will arrange for the employee to be transported home at the end of the shift if he/she is not supposed to drive according to the prescribing physician and is under the influence of the prescription at the end of the day. If the employee refuses transportation assistance, 911 will be notified.

On-call Employees

An on-call employee that has been called to work and is under the influence of a controlled substance must notify their supervisor that they are unable to perform their on-call

responsibilities. The supervisor can make other arrangements to fulfill the on-call company responsibilities without consequence to the on-call employee. Under no circumstances should an employee whom is under the influence of a controlled substance transport themselves, represent the company or otherwise respond to an on-call situation.

Alcohol Storage in Vehicles

Controlled substance and alcohol storage shall be prohibited in company vehicles at all times. Employees without company vehicles shall not have controlled substances or alcohol in their vehicles while on duty.

8.5 Notification of Reasonable Suspicion

It shall be the responsibility of each employee to report promptly to his/her immediate supervisor any observation or knowledge that another employee is in a condition that limits the employee's work performance. This may include, but is not limited to, absenteeism, tardiness, poor work product, or presenting a hazard to the safety and welfare of others, or to cause harm to the Company's image or relationship with co-workers or the public, or is otherwise in violation of this policy. No supervisor/manager who has personal knowledge of an employee being under the influence of a controlled substance or alcohol will permit that employee to remain on duty.

Supervisors will report employees whom they have a reasonable suspicion to the Health & Safety Department. If there is sufficient evidence to support the reasonable suspicion, a reasonable suspicion drug test will be coordinated by the Health & Safety Department. Employees refusing to be tested, or that have a non-negative test for controlled substances or alcohol will be terminated. The supervisor along with the Health & Safety Department will arrange for the employee to be transported home. If the employee refuses transportation assistance and leaves in their vehicle, 911 will be notified.

8.6 Controlled Substance and Alcohol Testing

The Company has adopted testing practices to identify employees who illegally use drugs on or off the job or who are under the influence of alcohol on the job. The Company adheres to the following general testing guidelines:

- Employees will be required to present a picture ID to the person collecting samples.
- Testing of employees shall occur during or immediately before or after regular work periods, and shall be deemed work time for the purposes of compensation and benefits.
- Samples shall be collected under reasonable and sanitary conditions and will be collected in a professional manner which precludes samples from being substituted, mislabeled, or mishandled.

If a "quick test" is used for drug testing and a non-negative result is received, the employee will be transported to a clinic to have confirmation testing conducted.

If a "quick test" is used, and the employee is unable to provide a sample, the employee will be transported to a clinic to have the testing conducted.

Employees awaiting confirmation results will not be permitted to work until the results are received. Employees with non-negative test results or results that require lab or MRO verification shall have

transportation home arranged for them through the coordination of the site supervisor and the safety director. If an employee refuses transportation assistance and leaves in their vehicle, 911 will be notified.

The Company may require employees to submit to testing under the following circumstances:

Pre-Employment Testing

All new hires will be drug tested as a qualification condition for employment with the Company. Pre-employment testing will be conducted during the new hire orientation process. New hires will not be permitted to begin working for the Company until testing results are received.

Reasonable Suspicion Testing

An employee will be required to submit to controlled substance and/or alcohol testing whenever a reasonable suspicion exists that the employee is working or attempting to work under the influence of alcohol, or drugs.

Reasonable suspicion must be based on recordable specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech or body odors of the employee. These observations must be made by at least one and preferably two supervisors trained in the specific identification of actions, appearances, behaviors, or conduct of an individual under the influence of alcohol or drugs. Documentation of the observations will be made by the person trained in the identification of reasonable suspicion and will be filed in the employees personnel file. The following apply to employees tested for cause:

- Transportation will be arranged by the supervisor or safety director to a testing site or the employee will be required to remain at the work site in a non-safety sensitive area until testing is performed. Transportation away from the job will be arranged for the employee by the supervisor or the safety director if non-negative tests are received, or if the test requires time for verification. If an employee refuses assistance with transportation and drives his/her own vehicle, 911 will be called.
- Employees that have a non-negative test results or that are waiting for test confirmation will not be permitted to return to work until the results are received.
- If test results are determined to be positive, the employee will be terminated.
- If drugs are identified to be in the possession of an employee that is under reasonable suspicion, law enforcement authorities will be contacted. Any confiscation of controlled substances or alcohol will be performed by legal authority.

Post-Accident/Near Miss Testing

All employees involved in an accident or near miss situation will be required to submit to a controlled substance and/or alcohol test. The following applies:

- Employees must be tested for alcohol as soon as possible after an accident or near miss, but not later than eight (8) hours following. A test for controlled substances must be conducted as soon as possible, but at least within 24 hours

following an accident or near miss.

- An employee who is subject to post-accident or near miss testing must remain readily available for such testing within the time limits above, or may be deemed by the Company to have refused to submit to testing.
- Nothing in this paragraph, however, should be construed to require a delay in seeking necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident to obtain necessary emergency medical care.
- The Company will provide employees training on the requirements of this section and all other parts of this policy during the new hire orientation.
- If test results are deemed positive the employee will be terminated.
- Transportation will be arranged by the supervisor or safety director to a testing site or the employee will be required to remain at the work site in a non-safety sensitive area until testing is performed after an accident or near miss. Transportation away from the job will be arranged for the employee by the supervisor or the safety director if non-negative tests are received, or if the test requires time for verification. If an employee refuses assistance with transportation and drives his/her own vehicle, 911 will be called.

Random Testing

The Company will test employees for controlled substances and alcohol on a random basis as a means to ensure that the employees are in compliance with this program. The Company will utilize a scientifically valid method for randomly selecting the employees to be tested. Under this method, each employee will have an equal chance of being tested each time selections are made. An employee who is notified that he or she has been selected for random testing must report to the collection site immediately. If an employee refuses to be tested or leaves the scene upon notification will be terminated.

Return-to-Duty Testing

Should the Company decide to allow an employee to return to duty following engagement in illegal substance or alcohol-related conduct prohibited by this program the employee must undergo a return-to-duty drug or alcohol test.

The employee must produce a negative drug test result for a confirmed positive drug test, or a negative alcohol test with the result indicating a breath alcohol concentration of less than 0.02.

Follow-up Testing

Employees who have been determined to be in need of assistance with resolving problems associated with alcohol or controlled substances will be subject to unannounced follow-up testing for alcohol and/or controlled substances as directed by a substance abuse professional or upon occasion as determined by the Company until they have completed their substance abuse treatment.

Probation Period Testing

Within an employee's first 90 days of employment, the employer may at any time, without notice, test the employee for drug or alcohol use.

8.7 Discipline and Corrective Action

An employee who violates the prohibitions set forth in this policy will be terminated. In summary of the corrective actions described above:

- An employee that tests positive will be terminated.
- An employee who refuses to participate in the testing program will be terminated.
- The Company reserves the right to conditionally re-hire employees that are found to violate the terms of this program. Details of re-hire will be documented in a signed contract specific to the employee, situation and company approved substance abuse treatment program.
- Upon successful completion or enrollment of a company-approved treatment program, the Company may allow the employee to return to work on a conditional basis.

Full documentation of any corrective action under this program will be maintained in the employee's personnel file.

8.8 Testing Procedures

The Company will monitor all testing procedures to insure compliance with all federal and local regulations. The Company will use only employees, collection agents, laboratories, third party administrators, and Medical Review Officers (MROs) who conduct all aspects of the testing process by strict adherence to the highest ethical standards and in accordance with all applicable laws.

8.9 Dilute Specimens

If the Company receives a test, which is negative and dilute, the employee will be re-tested (one time). The employee will be instructed to report to a collector and will be given minimal notice of the need for re-collection. Employees that encounter difficulties producing a "quick test" sample will be sent to a clinic to be tested. Transportation to the clinic will be arranged by a company supervisor or the safety director. An employee that refuses transportation assistance will be terminated in accordance with the terms of this program and 911 will be notified.

8.10 Confidentiality

The MRO will make known the drug or alcohol test results only to authorized members of the Company management. All information received by the Company through drug and alcohol testing will remain confidential, except as otherwise provided by law or when the following conditions exist: authorized by an employee or prospective employee; or an employee or prospective employee makes a claim or initiates proceedings concerning his/her employment with the Company. In such cases, the Company will deem that the confidentiality of any test or its results has been waived for purposes of the claim or proceeding. Additionally any information, interviews, reports, statements, memoranda or test results received by the

Company pursuant to its drug and alcohol testing policy will not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in any proceeding related to an action taken by the Company or as required by the law.

8.11 Challenge of Test Results

An employee will have 24 hours from the time a positive drug test result is reported to contest the result. Employees will have eight (8) hours to contest positive alcohol test results.

8.12 Questions about the Policy

Employees who may have questions regarding this policy or its implementation should contact the Director of Human Resources.

Section 9 - Transitional Duty

9.1 Purpose

It is the policy of the Company to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to work-related or non-work-related injury or illness. By providing temporary transitional work activity, injured employees remain an active and vital part of the company. Transitional duty may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.

All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness may be eligible for temporary transitional duty within the provisions of this program.

9.2 Responsibilities

Supervisors and managers will demonstrate an enthusiastic support for the transitional duty program and actively participate and cooperate with the program administrator in its administration.

With support from the top management, the program administrator will administer the transitional duty program policies and procedures.

Employees will support, contribute, and participate in the transitional duty program when they sustain an occupational injury or illness or they may become ineligible for Workers' Compensation benefits.

9.3 Application

If work is available which meets the limitations/restrictions set forth by the attending practitioner, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and an employee's eligibility in a temporary assignment will be based on medical documentation and continued recovery.

An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to corrective action, up to and including termination.

Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. Eligibility will be based upon completion of a Transitional Duty Evaluation form by the employee's attending practitioner. An employee on transitional duty will be considered part of the regular shift staffing, with recognition of the employee's limitations in the department.

The Transitional Duty Evaluation form must be used to document restrictions/limitations for both work-related and non-work-related injuries and illnesses.

9.4 Procedure

Transitional duty shall consist of the employee's normal work schedule; however, every effort will be made to coordinate a restricted work schedule with the employee's normal work schedule. Depending upon the employee's limitations/restrictions, it may be necessary to design a temporary schedule to accommodate the restrictions.

9.5 Payment of Wages during Transitional

Duty Work-related injury or illness

If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' compensation statute, with regard for the "waiting period," and Company policies.

If an employee on Transitional Duty is unable to report to work to perform Transitional Duty, the employee may then be charged for up to eight (8) hours of vacation time (if available) per shift. Employees performing transitional duty on a restricted work week (during the first 90 days of a worker's compensation leave) will receive payment for hours worked from the Company and the hours not worked will be reimbursed according to state Worker's Compensation guidelines.

Non-Work-related injury or illness

An employee performing transitional duty for their normal work schedule shall receive their regular hourly rate for all hours worked. Employees performing transitional duty on a restricted work week, following a period of Short Term Disability, may receive a combination of regular pay and Partial Disability benefits. The combination will be worked out between the employee and Human Resources.

Vacation/Holiday

If an employee has a vacation, or there is a holiday, while on transitional duty, they shall be entitled to their regular vacation selection or holiday pay as if they normally would have had it.

Medical Appointments

Medical appointments that conflict with working hours must be coordinated, in advance, with the employee's supervisor. Appointments are to be scheduled as to not interfere with working hours. Non- emergency medical appointments NOT scheduled in advance may be cause for denial of the time off and subsequently ineligible for payment.

A Transitional Duty Evaluation form must be completed for each practitioner visit, for evaluation of the impairment, for both work-related and non-work related injuries and illnesses.

It is the employee's responsibility to keep the company apprised weekly of their status after each physician visit.

Refusal to Participate in the Transitional Duty Program:

If an employee chooses not to participate in the Transitional Duty program due to a work-related injury or illness, they may become ineligible for Worker's Compensation benefits.

Family Medical Leave

In the case of reduced work hours, Family Medical Leave and Partial Disability may be applied to the hours not worked. Contact Human Resources for further details.

In the case of an employee choosing not to participate in the Transitional Duty Evaluation Program, unpaid Family Medical Leave will be applied and Disability benefits will cease.

9.6 Worker's Compensation/Transitional Duty Policy- Notice to Employees

Our company has instituted a Transitional Duty Program. It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both our company and the employee. We want the injured employee to get the best possible medical treatment immediately, to assure the earliest possible recovery and return to work.

We have a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Our company wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus we have implemented a Transitional Duty program (light duty). Transitional Duty is a temporary program, not to exceed 90 days.

9.7 Employee Procedures

All work-related injuries should always be reported immediately to your Supervisor. An Injury Report must be completed and signed by the employee. Where medical treatment is sought, you must advise the Safety Officer that you are seeking such treatment and obtain a Transitional Duty Evaluation form. Regardless of the type of physician(s), the Transitional Duty Evaluation form must be completed for each practitioner visit.

Under this program temporary transitional work is available for up to 90 days (with a review frequently) while you are temporarily unable to work in your regular job capacity.

If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so may result in your not being eligible for full benefits under the workers' compensation program and may result in disqualification for certain employee benefits and in some cases be a basis for termination.

Employees who are unable to work and whose absences the company approves, must keep the program administrator informed on a weekly basis of their status. Failure to do so may result in a reduction in benefits available and discipline, up to and including termination from employment.

If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Transitional Duty Evaluation and Medical Certification form.

Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.

Employees must provide a Transitional Duty Evaluation form indicating they are capable of returning to full-duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Cooperate with our third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the Human Resources Department.