



Jobsite Rules and Safety Procedures

Subcontractors must recognize Level 3 Construction's management commitment to conduct all construction operations in compliance with all appropriate safety and health regulations. Level 3 Construction requires the following:

1. All tradesmen must be properly, permanently, and visually identified. The identification system must be approved prior to the start of any work. Identification may take the form of hard hats with company logo, safety vest w/logo, Shirt w/logo or other.
2. All tradesmen shall enter and exit the jobsite in a professional, courteous manner. It is imperative that the conduct of all employees is such that we are accepted as guests within the neighborhood. Subcontractor shall be responsible for the actions of its employees. Violation of the following rules will result in immediate dismissal from the project:
 - No abusive or inappropriate language of any kind.
 - Under no circumstances will any worker on a Level 3 site use, or be under the influence of alcohol or drugs during work hours. Work hours include lunch, dinner breaks and time between shifts, when applicable.
 - No unauthorized standing in lobbies.
 - No unauthorized riding in passenger elevators: any violators of this rule will be removed from the building.
 - No use of radios.
 - No animals will be allowed on the jobsite
 - No stealing.
 - No one shall possess firearms or explosives while in the building.
 - No drinking of alcoholic beverages or taking of controlled substances.
 - No one shall physically abuse or harm any individual who works at or visits the building.
3. Proper Attire - Personal protective equipment is mandatory on all Level 3 Construction projects. This will include the following:
 - Hard hats
 - Safety glasses
 - Long pants
 - Shirts with sleeves
 - Work boots

- Hi visibility vest
 - Respirators, if applicable (company respirator program submitted to Level 3 Construction Safety Department)
4. Notification of Safety Officer – Prior to or immediately upon mobilization to the project, Subcontractor shall notify Level 3 Construction in writing of the name and phone number of its safety officer.
 5. Subcontractors written safety programs, including site-specific operations, must be submitted before work commences. The subcontractor will report to Level 3 Construction any unsafe condition that comes to their attention. Safety meetings will be held weekly and all subcontractors must attend.
 6. Inform Level 3 Construction of all injuries and provide copies of injury reports to the project superintendent and/or Level 3 Construction's main office. The subcontractor may be required to cooperate in a comprehensive incident investigation conducted by the project supervisor and/or the corporate safety officer.
 7. While on-site, the tradesmen are restricted to the construction area. They are not allowed in any tenant spaces or public areas unless authorized by Level 3. The tradesmen are prohibited from loitering around the building or sidewalks.
 8. The Subcontractor acknowledges that other construction activities may be taking place on site and will cooperate and not interfere.
 9. Any work which requires access to an occupied space and/or restricted areas must be scheduled with Level 3 and requires 24 hours advance notice.
 10. Daily Report – Subcontractor's superintendent, foreman, or other designated individuals, shall submit a report to Level 3 Construction's field office every day whenever Subcontractor has workers working on the project. The report shall state the number of workers Subcontractor has on the project that day and shall subdivide the same into categories (foremen, tradesmen, laborers, apprentices, etc.) along with the work activities that they performed that day and what area of the project they worked. Prior to completing the first daily report, Subcontractor shall review the form and format with Level 3 Construction's Project Superintendent. (Contractor may provide forms for Subcontractor's use.)
 11. Cleanup – No materials will be stored outside the construction area without the prior approval of Level 3. At the end of every workday, Subcontractor shall be responsible to leave its work area clean and free of debris. Within 24 hours of notice by Level 3 of an area that requires cleanup (for which Subcontractor is responsible in Level 3 Construction's reasonable opinion), Subcontractor shall cause the area to be cleaned. Subcontractors are also responsible for keeping access to the Construction entrance free and clear. Failure to do so will result in Level 3 providing this service and back-charging subcontractor for any costs associated therewith.
 12. All Subcontractors will use rubber wheeled carts when moving material or removing trash from the building. Any damage including tile, carpet or wall damage will be each subcontractor's responsibility and repairs will be back-charged appropriately.
 13. The subcontractor shall report to Level 3 Construction supervisory personnel any unsafe condition or potentially hazardous situation that comes to their attention. This could include:

- Painting and epoxy applications
- Continuous loud noises (must be scheduled 48 hours in advance)
- Plumbing/sprinkler drain down (will be coordinated 48 hours in advance)
- Storage of flammable substances will be allowed in the building after approval by Level 3 Construction and such storage will be in accordance with all Federal, State and Local regulations.

14. The following procedures shall be strictly adhered to when employing any method of welding, gas or electric, flame cutting or performing open flame soldering:

- The subcontractor must contact Level 3 within 48 hours of any open flame work performed on the premises. Before any cutting, soldering or welding can take place, a hot work permit will be submitted. This permit will describe type and duration of hot work activity. Level 3 will make periodic inspections of all hot work. If at any time work practices differ from that of the hot work permit the operation will be suspended.
- A dedicated fire watch must be provided during all open flame work for at least one half hour after completion of the operation to detect any possible fire, extinguish smoldering flames, and/or sound an alarm. The fire watch shall maintain and have readily available, a functional and charged fire extinguisher and the fire watch shall be fully trained in its use. The fire watch, and the person doing the welding or cutting, must be familiar with facilities as well as the protocol for sounding the alarm in the event of a fire.

15. Level 3 Construction projects will maintain a strict lockout/tagout program. The electrical contractor will submit their safety program and work practices to Level 3 Construction's Safety Department before work commences.

16. Level 3 maintains a strict six foot fall rule on all projects. When work above six feet is required a fall protection plan must be submitted to Level 3 Construction's Safety Department. (This rule does not apply to ladders and steel erection.)

17. Any employee operating equipment on Level 3 Construction jobsites will maintain a state operators hoisting license. A copy of the license will be submitted to the project superintendent.

18. A written hazard communication program must be established and implemented. A hazard communication training program must be in effect while working on all Level 3 Construction projects, including:

- Submit (MSDS) for each hazardous chemical prior to bringing it on site.
- Keep and inventory list of all hazardous chemicals stored on site.
- Train all employees in proper use of such chemicals.
- Provide proper container labeling of hazardous chemicals on site.
- Provide proper protective equipment and training to use such equipment.
- Report any overexposure spillage to the site superintendent immediately.

19. Jobsite Visitors – All visitors to Subcontractor on the jobsite must check in at Level 3 Construction’s trailer/office and sign an indemnification form. All visitors shall wear proper attire and observe safety warnings.
20. Jobsite Meetings – Periodic progress and coordination meetings may be held at the jobsite. Subcontractor must have a qualified representative, capable of authorizing actions and making decisions regarding Subcontractor’s Scope of Work, attend each meeting while Subcontractor has work in progress, and as requested by the Project Superintendent.
21. Subcontractor and supplier supervisors unable or unwilling to cooperate with their safety obligations will be removed from the project.