



Employee Manual

INTRODUCTION

The Subject matter covered in this manual is a brief overview of the Company's policies. For additional information on Olympic Company Policies, please contact our Human Resource Department.

To Every Olympic Employee:

"BY NO MEANS WOULD WE PERFORM AN ACTIVITY OR SERVICE IN WHICH THE NECESSARY SAFETY PROCEDURES ARE DISCARDED IN ORDER TO ACCOMPLISH THE PROJECT AT HAND."



Mike Conroy
President

SAFETY POLICY

Safety Policy Statement

Olympic considers the personal safety and health of each employee of primary importance. Prevention of an injury shares an equal place with quality and productivity. Olympic firmly believes that proper planning and foresight will make working safely and working productively mutually attainable goals.

Olympics' program is designed to keep YOU, the most important part of our company, safe and productive.

Maintaining a Safe Workplace

This component is the foundation of our **"Building a Safer Place to Work"** Program. With a totally safe workplace, accidents don't happen, no one gets injured, and work can be completed productively. A totally safe workplace is tough to accomplish but worth pursuing. By working safer than our competition we are able to reduce our costs which will make our company more competitive within the industry.

This program includes proper injury prevention involving both management and field employees. This program further requires cooperation between each employee and co-workers. Cooperative effort establishes and preserves this safety program in everyone's best interest. Olympics' objective is a safety program that eliminates accidents and injuries. You the employee, have the authority to work safe and stay safe at all times. Use this authority to keep your worksites safe and productive.

So how do we **"Build a Safer Place to Work"**? Here's our seven-step process.

1. Read Employee Manual

This manual describes your participation in the safety program and the importance of your role. In addition to the general information regarding safety rules and procedures, you will find references to additional information concerning specific hazards. Your Foreman will provide this additional information upon your request.

2. Toolbox Talks

Toolbox Talks will be held on each jobsite during Monday morning coffee break. The purpose of Toolbox Talks is to address potential hazards on your jobsite and discuss activities on your jobsite that can affect your safety. With your input in this program, Toolbox Talks will be an important element in the effort to communicate safety to you. With knowledge, training and support we can achieve safe and productive worksites.

Be alert and pay attention during the Toolbox Talks. You may be asked by your supervisor what the Toolbox topic was regarding.

3. Provide Input to Improve Safety

Safe work practices must incorporate a safe work environment. Construction is inherently a dangerous occupation, but no one is asked to accept a task which incorporates undue risk. Should you be required to do something which, in your opinion, involves undue risk, you are expected to make recommendations to your supervisor which eliminates the unnecessary risks.

See AWAIR Policy (pg. 6).

4. Obey Safety Rules

There are probably more rules related to safety than any other aspect of our lives. The problem with so many rules is that many are ignored. If we can concentrate on the five major causes of accidents, our jobsites will be safer.

1. Housekeeping: Provide a clean work area.
2. Use of Equipment: We need to inspect our equipment each day, prior to the start of our shift.
(Power tools, hand tools, ladders, lifts, etc.)
3. Electrical: GFCI power supply, poor lighting, and bad electrical cords.
4. Scaffold: Working from elevated areas, both erectors and the users.
5. Fall Protection: Slips, trips and falls from elevated areas.

These five items comprise 95% of all the injuries in our workplace. With a healthy respect for these categories, you should be able avoid injury throughout your career. Be alert to your workplace, identifying the areas that are unusual that have the potential for trouble. **DO SOMETHING NOW!**

There is one other aspect to a “safe attitude” which, we suspect, has been written on accident reports more often than any other statement. And that statement is: “I only had 5 minutes of work in that location so rather than walk all the way back to get the proper equipment, I just thought I would finish it the best I could with what I had available.” The shortcut may turn into a long detour. By doing a little pre-planning you will be prepared with the proper tools and equipment, and not consider risky alternatives.

5. Heed Warnings for Unsafe Practices

As with any policy or procedure, there must be a way to enforce the program. It is all of our jobs to look out for each other. When the person you are working with is not being safe, YOU ARE AT RISK. OSHA says we must have rules. The rules are for your safety and the rules we have must be adhered to. Any employee who disregards their own safety and continues to create hazards for themselves and other employees by not following the safety rules will be reprimanded.

The reprimand consists of the following:

1. Verbal Warning (VW)
2. Written Warning (WW)
3. Suspension (S)
4. Termination (T)

The reprimand will be used in accordance with the following schedule:

Offense	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Working under Influence of illegal Drug or alcohol	WW	S	T	
Failure to use Safety equipment and practice safety rules	VW	WW	S	T
Failure to Promptly report Accident or injury	VW	WW	S	T

6. Report ALL Injuries

In spite of our best efforts to avoid accidents and injury, sometimes things we did not anticipate happen. We then have an injury that has to be cared for and recorded to comply with the workers compensation system rules.

A. Get First Aid

Hopefully the injury is slight and a bandage will take care of it. With the help of a co-worker, get the First Aid Kit in the gang box and use necessary medical supplies. Notify your Foreman immediately of the injury.

B. See Designated Clinic

Should the injury require professional medical attention, contact your Foreman for directions to the designated medical clinic or hospital. He or she will appoint someone to take you there. You will need to know the name of our W/C Insurance Company, specific information regarding the injury for the medical professionals and any personal information of a medical nature for treatment.

C. Complete First Report of Injury

Report the injury to your Foreman as soon as possible (before or after treatment depending on severity) but always on the date of injury. Your Foreman will need to complete the accident report and submit to Olympics' Safety Director. Since we use a standardized form for reporting injuries called FIRST REPORT OF INJURY, be specific in answering all questions on the form. This FIRST REPORT OF INJURY is absolutely necessary in having the costs of the injury covered by the W/C Insurance Company.

Olympic Companies will promptly report the injury to the W/C Insurance Company.

D. Obtain Return to Work Release

After receiving proper medical attention, the will medical provider will provide you with a Workability form. This form states what medical treatment you have received and when you are able to return to work.

Should you need additional treatment or work restrictions, Olympic Companies will work together with the medical provider to hasten your recovery.

Olympic is committed to returning injured workers back to work as soon as possible. Let your doctor know that Olympic has a RETURN TO WORK PROGRAM.

E. Assist in Accident Prevention Analysis

You will be required to participate in the accident investigation. This procedure is intended to prevent similar future accidents and is not intended to find fault or place blame.

7. General Safety Rules

These safety rules are for your protection. You can help yourself and the company by learning and using safe work practices. Since it is not possible to include specific instructions or regulations for every situation, always use good judgement. The SAFE WAY is the best way to perform every job. If you have questions about any of these rules or are in doubt about how to do your job safely, check with your supervisor.

1. Wear hard hats, safety glasses & Hi-V vests on ALL jobsites at ALL times.
2. Use ear plugs when conditions require. If you can't hear someone speaking to you from 2-3 ft. away or at 85 dB, use hearing protection.
3. Use fall protection when there is exposure to a fall greater than 6 feet
4. Signage: Obey all posted rules and warnings such as "Overhead Work in Progress" and "Laser in Use".
5. Stack all materials in an orderly fashion. Scrap materials and debris are accident hazards and must be disposed of promptly.
6. Store all tools and equipment neatly in the gang box at the end of the day.
7. Keep clear of suspended loads, traffic areas, etc. Watch where you are walking and use designated stairs, walkways and ladders. Good lighting is a must to do your work properly and safely.
8. Lift properly. Use a smooth motion and avoid jerking movements. If a load is too heavy to lift safely, ask for help.

9. No horseplay or roughhousing will be allowed. Practical jokes can become painful injuries.
10. Report to your Foreman if you are unsure of working at heights.
11. Report any unsafe conditions or equipment to your supervisor.
12. Report all injuries or accidents to your Foreman, and all injuries requiring medical treatment to the Safety Director.
(See section 6 for details)

Tool Safety

1. Know the correct use of hand and power tools before operating or using. Use the right tool for the job.
2. Remove defective tools or equipment from use, **RED** tag and report to your Foreman immediately.
3. Use tools and power cords that are protected by GFCI power.
4. Use eye and ear protection when using chop saws, powder actuated tools, or other tools that cause high noise levels or flying debris.
5. Do not remove any protective shields or guards from tools.
6. Use gasoline-powered equipment in well-ventilated areas or vent outside of building with a fire extinguisher nearby.
7. Use proper welding equipment, hood, gloves and leathers.

Ladder Safety

1. Ladders need to be inspected each day.
2. Defective ladders shall be removed from the job.
3. Ladders are NOT placed on unstable bases such as boxes, barrels, or uneven ground or used in any lifts.
4. Ladders are not to be placed in doorways, passageways, or locations where they can be displaced by other work activities.
5. Good housekeeping is maintained at the top and bottom levels of ladders.
6. Stepladders are NOT used as straight ladders and need to be fully extended.
7. Workers never step higher than the second step from the top of the ladder. Read all labels.
8. Extension Ladders must be placed at 1:4 slope and tied off top and bottom.

Scaffold

1. All scaffold will be erected, altered, and inspected by a competent person.
2. Scaffolds must be level/plumb with base plates and all bracing and pins installed.
3. Use of ladders or makeshift devices to increase the height of the scaffold on the working platform is prohibited.
4. Casters with effective locking devices are provided and ALL casters are locked when the unit is in use.
5. All working levels to be fully decked, with wind latches in place.
6. Proper access to all working levels will be provided.
7. Scaffold height shall not exceed 4 times the minimum base without being secured to building.
8. Guardrails shall be placed at 21" and 41" and toe boards as required.
9. Workers are prohibited from riding rolling scaffolds unless special precautions are taken:
 1. Floor is within 3 degrees of level.
 2. Floor is free of defects, holes or obstructions.
 3. Tools and materials secured.
 4. Scaffold is not to be moved unless authorized by crew members.

Fall Protection

Whenever you are 6 feet or more above the lower level you must have fall protection. Fall protection may consist of proper guardrails or personal fall arrest systems. Personal fall arrest systems consist of an anchorage point, body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. Before any of Olympic employees use any type of personal fall arrest equipment, they must have training in the use of guardrails and personal fall systems and the proper care and inspection of the systems. When using stilts, keep the work area free from debris to avoid tripping and falling.

Use the right equipment, check the equipment before using. Any questions or concerns should be directed to your supervisor or the Safety Director. The complete Fall Protection Program is available. If you wish to view the entire document, ask your Foreman.

AWAIR POLICY

Olympic has “A Workplace Accident and Injury Reduction” program (AWAIR) which covers the following:

1. Olympic’s commitment to safety and the responsibility of all employees for the achievement of this commitment.
2. How Olympic is going to ensure that you have the proper safety training.
3. How Olympic is going to identify and eliminate these hazards.
4. How workplace accidents will be investigated.
5. How safe work practices and rules will be enforced.

If you wish to view the entire AWAIR program, ask your Foreman for a copy.

You may need to respond to OSHA inspectors or our Loss Control Specialist that you have read, understand, have been trained, and are “AWAIR” of workplace activities. Identify your hazards- Olympic will provide you with the equipment and training to be safe.

HAZARDOUS COMMUNICATIONS POLICY

Olympic uses products that may be hazardous to your health if not used correctly. Olympics Hazardous Communication Program/GHS provides specific information on these hazards using Safety Data Sheets (SDS). See your Foreman for this information. The SDS have information important to you on these possible hazardous materials. Know where to find the SDS on any project that you work on. All products have labels that identify the most important hazards – look at the label and never work with any material if you are unsure of the hazards and the PPE (Personal Protective Equipment) or other methods to eliminate problems for you.

If you do not understand the SDS, contact your Foreman to get the proper information. When working with PPE mandated for a product, understand the proper use of the PPE. Never use any PPE unless you have been trained in and understand the importance of a proper fit and the use of various types of PPE. Olympic will furnish and train you on the use of all equipment needed to work with any product we use in our workplace; it is your duty to wear the equipment properly. If other contractors create a hazardous condition- remove yourself from this condition at once and notify your Foreman.

Signal Words – are words that indicate the relative level of severity. There are only two signal words used: **Danger** and **Warning**. When evaluating the severity of the hazard, the word “Danger” translates into a category 1 or 2, and a “Warning” would translate to a 3 or 4 as indicated earlier in this material. GHS requires “Pictograms” on labels to alert users of the chemical hazards to which they may be exposed. See samples below.



HARASSMENT POLICY

Harassment is illegal. Olympics’ commitment to Equal Employment Opportunity includes every employee’s right to freedom from harassment in the workplace. This policy will allow all employees to work in an environment free from all forms of harassment.

Definition: Harassment means to irritate or torment persistently.

Any conduct that is intimidating, hostile, or especially offensive is unlawful harassment. Examples would be: unwelcome sexual advances, age, medical disability, race or gender.

Employee Responsibility:

If you feel you are being harassed, first make sure the conduct is non-acceptable harassment. A wrongful accusation is just as serious as a charge of harassment. If possible, talk to the person who is harassing you. Tell him/her how you feel about the conduct and ask him/her to stop it immediately.

If talking to the person doesn't work, or you are afraid to talk to him/her, report the incident to your foreman, general superintendent, office manager, or the president.

Put it in writing. Be specific with names, dates, and statements or conduct. Send the memo to the office manager or the president.

Company Responsibility:

All oral and written complaints of harassment will be investigated by supervisors not involved in the complaint.

Supervisors will inform the employee initiating the complaint that an investigation is proceeding.

Any employee, as determined by the investigation, who has engaged in harassment will be disciplined by appropriate action including termination.

ASBESTOS POLICY

Olympic employees are not allowed to work with asbestos. At no time are you to work in an area of loose asbestos.

If, at any time, there is a question concerning asbestos, you must cease work in that area and contact your foreman who, in turn, will contact the General Contractor/Construction Manager. Olympic's Safety Director will be informed of the complaint and take proper measures.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Olympic commits to an employment policy without discrimination with respect to age, race, creed, color, sex, religion, disability, national origin, or disabled veterans.

This commitment provides that decisions concerning recruitment, hiring, transfer, promotion, demotion, termination, and compensation depend on individual merit. All persons should seek employment and advancement by contacting their superintendent regarding promotion opportunities.

All employees, aware of the commitment, will actively and affirmatively promote the company policies and nondiscrimination. Appropriate minority and women's organizations, trade schools, and union halls will be used for assistance in hiring minority and female workers. Referrals from employees are encouraged. All other individuals and organizations will consider these policies when doing business with Olympic.

SUBSTANCE ABUSE POLICY

Olympics' commitment to provide a safe workplace prohibits employees abuse of illegal drugs or alcohol.

All employees have reasonable assurance that their co-worker's ability to work in a safe and efficient manner has not been impaired by the influence of illegal drugs or alcohol. Olympic Companies reserves the right to drug test under the following three circumstances:

Pre-Employment, Post-Accident and General Contractor's contract requirements.

All employees who seek employment with Olympic will be required to be tested for drugs and alcohol. If you fail to pass this test, the offer of employment will be withdrawn. Failure to pass a post-accident drug test may result in suspension and the requirement to contact Union designated employee assistance program or termination in accordance with Olympics' Policy. On any project where the contract requires random or other testing, Olympic employees will be required to comply with the testing program. Failure to comply with the test program will result in termination.

Any employee who is unfit to work due to the influence of illegal drugs or alcohol will be driven home and disciplined in accordance with the policy. If you have any questions, we will provide you with a copy of the total policy at your request.



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