



EXHIBIT A – SUBCONTRACTOR SAFETY AND HEALTH REQUIREMENTS

INTRODUCTION

Portzen Construction, Inc. understands that our ultimate success directly relates to our team's success in the prevention of accidents. No project or task, large or small, is so important that it should be conducted in a manner which jeopardizes the health and safety of our team. Safety is an integral part of project efficiency, cost reduction and total quality management. The prevention of accidents and protection of property shall remain management's top priority and shall receive continued support and participation. Safety shall be the responsibility of everyone involved with the project.

This handout has been developed to familiarize all subcontractors and their employees with Portzen's safety rules, procedures and guidelines for controlling jobsite accidents and injuries. Subcontractor supervisors are responsible for ensuring that these safe work practices are communicated to and adhered to by all personnel under their supervision.

Each Subcontractor is expected to be aware of and comply with all Federal, State, Local and Portzen Construction, Inc. safety regulations. This handout contains numerous guidelines, however, is not intended to cover every situation. The omission of any safety practice from this handout does not reduce individual responsibility for alertness and good judgment in job performance.

- Compliance with Portzen Construction, Inc. Safety procedures is a requirement of the contract. Failure to comply will be considered a breach of contract and subject to the following actions:
 - First offense: verbal warning
 - Second offense: asked to leave job site and suspended from site for one working day
 - Third and final offense: asked to leave job site and not permitted back on site
- When the Subcontractor is notified of an unsafe condition or practice, they shall immediately correct the hazard. The cost to bring the work activity into compliance shall be incurred by the Subcontractor which is responsible for the unsafe condition.
- Portzen Construction, Inc. reserves the right to stop any portion of work, which is deemed to be unsafe, until the work can be continued in a safe manner.
- The Subcontractor shall assume all costs, related to but not limited to, safety equipment including personal protective equipment, training requirements, etc.
- The Subcontractor shall be responsible for payment of all fines, damages or other costs (including legal fees) resulting from failure to comply with Safety and Health Requirements and arising out of the Subcontractor's operations.

GENERAL SAFETY REQUIREMENTS

All subcontractor work activities shall be conducted in accordance with all Federal, State, Local and Portzen Construction, Inc. Safety Policies and Procedures. The requirements shall also be applied to all delivery personnel, vendors and visitors while on the job site.

The following minimum requirements are applicable to and will be enforced on this project:

1. **BE ALERT!** Report to work rested and physically fit to perform your job.
2. All accidents or injuries, no matter how minor, shall be reported immediately to Portzen Construction, Inc., giving full details and identification and statements of any witnesses.
3. The Portzen Construction, Inc. Project Superintendent has the authority to remove any of Subcontractor's unsafe equipment, tools, scaffolding or other unsafe items, and has the authority to remove any of Subcontractor's employees that do not comply with these safety requirements.
4. All elevations over 6 feet must have a 100% fall protection system. This includes but is not limited to leading edge work, iron connecting, working off of elevated work platforms (scaffoldings), and residential type construction. "Monitors" or "safety zones" are NOT acceptable means of fall protection unless there are absolutely no other options.

5. Fencing, railing, or barricades are required around excavations, holes, or openings in floors or roofs, and whenever necessary to warn or prevent persons or equipment from falling.
6. All work using cords or power tools must utilize Ground Fault Circuit Interrupter (GFCI) protection. Only authorized electricians shall perform electrical work.
7. Excavations over 5 feet must be sloped, shored or shielded and must meet all other requirements. Before digging in any location, the Subcontractor must check to ensure that all underground utilities have been located and properly marked.
8. All Subcontractor's employees on the Project site must use property equipment and clothing suited to the Work and the Work environment:
 - a. gloves where applicable;
 - b. wear clothing suitable for weather and type of work;
 - c. minimum clothing requirements include shirts that cover the shoulders (not cutoffs or tank tops), long pants, and suitable work shoes;
 - d. hardhats and safety glasses with side shields MUST be worn by all workers, supervisors, clients, visitors and vendors AT ALL TIMES;**
 - e. respirators will be used when an employee is exposed to airborne hazards;
 - f. hearing protection in the form of earmuffs or approved ear plugs shall be worn on all high noise level jobs as required;
9. Subcontractor shall maintain good housekeeping in and around its Work areas at all times. Pile materials so that safe clearances are maintained and toppling is prevented. Keep all walkways and aisles clear.
10. All of Subcontractor's work areas shall be properly illuminated at all times.
11. Subcontractor shall train its employees in the safe use of ladders as required.
12. Subcontractor's employees who report for work under the influence of intoxicants or narcotics or consumption of them during the workday will be removed from the project site immediately. Subcontractor's employees who engage in horseplay, fistfights, unsafe acts, whistling, yelling at the public or obscene gestures, will be removed from the project site. Weapons of all types including firearms are strictly forbidden on the project site.
13. All of Subcontractor's visitors to the project site must check in with Portzen Construction, Inc. Superintendent prior to going on site.

Subcontractor has reviewed and agrees to be bound by Portzen Construction, Inc. Safety Regulations.

By: _____ Date: _____