

CUSTOM ARCHITECTURAL WOODWORK, INC.

SAFETY PROGRAM

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CUSTOM ARCHITECTURAL WOODWORK, INC.

SAFETY PROGRAM

I. SAFETY POLICY

A. POLICY

Safety is a basic component of our management philosophy. The maintenance of a safe working environment and the protection of employees is of the utmost importance to the company. Effective safety programs are the product of planning, coordination and commitment by all employees.

B. PROCEDURES

1. Safety Coordinator Responsibility

The company safety program is coordinated through the Safety Coordinator; however, safety is the responsibility of everyone.

The Safety Coordinator shall be properly instructed in the maintenance of the safe and healthful working environment.

2. General Managers Responsibility

While accident prevention is the responsibility of everyone, the prime responsibility for the safe conduct of operations rests with the General Manager to afford maximum protection to all employees. The General Manager is responsible for:

- a. Providing instruction and training to individual employees as may be required to perform the job in the safest manner possible.
- b. Enforcing the use of safety equipment and protective devices.
- c. Taking prompt corrective action whenever unsafe acts are noted.
- d. Completing proper and timely reports on all accidents and incidents.

3. Employee responsibility

All employees are required, as a condition of employment, to observe all safety rules and practices and to follow the instruction of the General Manager. Employees should support all safety activities and procedures by:

- a. Reporting any unsafe conditions, practices, or behavior to the General Manager of, alternatively, the Safety Coordinator.
- b. Using all safety equipment provided.
- c. Reporting any accident or injuries suffered on the job to the supervisor.

4. Worker's Compensation

As required by Arizona state law, all employees are covered by Worker's Compensation for an injury of illness related to the job.

An injured employee should be given immediate first aid and, if needed, be transported to the closest emergency facility.

Regardless of nature of severity, the incident must be reported immediately so that a claim can be filed.

The General Manager must prepare a report of the injury and forward it to the Accounting Department within 10 days of the injury.

The Accounting Department will submit the proper forms to the insurance company and government offices.

5. Safety and First Aid Equipment

First aid equipment is located through the facility. Employees will familiarize themselves with the location of First Aid Kit, as well as, fire extinguishers and any other safety equipment.

II. SAFETY ORGANIZATION AND RESPONSIBILITIES

A. SAFETY COORDINATOR

The Safety coordinator will:

- a. Establish a written Safety Program.
- b. Establish Standards for personnel in the use of personal protective equipment and clothing, and in the use of materials and all types of equipment.
- c. Establish a record keeping System.
- d. Establish a safety inspection policy, coordinate and carry out regularly.
- e. Establish policies with regard to new employee orientation and training.
- f. Coordinate and hold regular and periodic safety meetings and training.
- g. Establish an accident investigation and reporting policy and system.
- h. Establish a written Hazard Communication Program and coordinate regular training and documentation.
- i. Establish a written PPE Assessment program and coordinate regular training and documentation.
- j. Establish a written lockout/Tagout program.
- k. Establish a forklift training program.
- l. Establish a Fire Drill and Evacuation program and coordinate same.
- m. Establish a disciplinary Action policy and coordinate same.

B. GENERAL MANAGER

The General Manager shall:

- a. Uphold the policies and procedures outlined in the safety program.
- b. Oversee day to day operation to determine that safer practices and conditions are observed throughout the facility. Promptly correct unsatisfactory conditions or acts.
- c. Have a thorough knowledge of danger sources and how to avoid them. Locate and eliminate potential hazards.
- d. Make sure that all equipment is maintained in a safe condition and that personal protective equipment and clothing are used whenever necessary.
- e. Conduct new employee orientation.
- f. See that all injuries are reported promptly and treated.

- g. Perform investigations of all accidents of fires, regardless of whether or not an injury was involved.
- h. Conduct PPE assessments regularly.
- i. Uphold lockout policy.
- j. Report all incidents requiring investigation of disciplinary action.

C. ACCOUNTING DEPARTMENT

The Accounting Department will oversee all worker's compensation claims and policies.

D. EMPLOYEE

The Employee will be responsible for maintaining a safe working area. He or she will have a thorough knowledge of the company's policies and procedures and practice them. He will report all injuries of unsafe incidents of acts to the General Manager immediately. He will maintain a positive attitude towards the aspects of safety.

III. SAFETY PROCEDURES AND TRAINING

A. GENERAL SAFETY

Safe operating procedures, rules and regulations are established as a guide to all employees for the prevention of accidents and injuries. They will be reviewed periodically with all employees. When new safety rules are established to cover new equipment or procedures, they will be discussed with the employee concerned and provided in written form to each employee.

All established rules will be uniformly applied and enforced. When a safety rule is violated or disregarded, appropriate action will be taken immediately for the best interest of all concerned. (See Section "K")

1. Rules and Regulations

The safe way is the only right way to do the job. If you are not sure you understand a job or the safe way to perform it, ask the General Manager for instructions before beginning. Strictly obey all warnings tags and signs.

1. Personal protective equipment must be worn while in the shop. This includes safety glasses, hearing protection and respirators when and if needed.
2. Loose or baggy clothing is not acceptable.
3. Gloves are not to be worn around any machinery without General Manager's approval.
4. Obey all warnings signs posted on machinery and around working areas.
5. Report all injuries or property damage to the General Manager or Safety Coordinator immediately.
6. When carrying or stacking lumber, loading or removing stock from a machine, or doing other task, do not place yourself in a position in which you can become pinned between the material and any other object.
7. Do not operate any machine unless you have been properly trained and have the approval by General Manager to do so. Each piece of machinery has instructions, make yourself completely familiar with all warnings and instructions before operating any piece of machinery.
8. Before running stock through any machine, make certain that no other worker is in your way.
9. Machine guards are your protection, use all guarding provided for each machine.
10. Keep hands, fingers, etc. away from moving saws, chains, belts rollers pinch points, and other dangerous areas.

11. Report any noise or unusual occurrence which takes place on any machine to General Manager immediately.
12. Never leave an unattended machine running.
13. Machines are to be repaired by General Manager only.
14. Do not remove dust or debris from machines with your hands. Use a stick, brush, compressed air, or broom, and then only after all moving blades and other parts have stopped.
15. Keep your work area clean.
16. Scrap lumber is to be swept or picked up and put in its proper place to prevent tripping, etc.
17. Use caution around forklifts. Do not walk on forks, under loads, or put yourself between a forklift and another object. Be certain the driver knows if you are near and your intentions.
18. Do not poke air nozzles or other electrical boxes.
19. Do not point air guns at others, or around ears, eyes or open wounds.
20. Immediately remove splinters, nails or other protrusions from work benches, tables, bins, shelves or chairs.
21. Always stay clear of suspended loads.
22. Never jump from elevated surfaces.
23. Never use compressed air to “dust yourself off”.
24. Keep all exit doors and aisles clear of obstructions.
25. There is absolutely no smoking on the premises.
26. There is absolutely no horseplay on the premises.
27. If you are in doubt about anything on the job, ask the General Manager.

2. Machinery

Stay away from any machine unless you have been taught how to operate it properly. Before starting work on any machine, inspect it to see that all guarding is in place and properly adjusted. Guards and guarding systems are installed for your protection. Never override the system, never remove or alter the guards provided. All electrical equipment (stationary or portable) must be grounded by 3-prong electrical cords unless the equipment is double insulated and so marked. The work station must be maintained in a neat, clean and orderly condition. Know the hazards involved and how to protect yourself from these hazards.

Broken or damaged machinery should be immediately reported. Never use frayed, cracked or deteriorated extension or equipment cords. Report immediately to General Manager.

3. Lifting/ Carrying

No every lifting motion can be done away with. When you must lift an object remember the following:

Size up the load. Get help if you need it. Get close to the object, with one foot alongside the object, and one foot behind it. Get a firm grip on the object, with your palms, not your fingers. Keep your back straight, not necessarily vertical, just straight. Draw the object close to you, with the weight centered over your feet. Lift by straightening your legs, avoiding quick, jerky motions. To avoid twisting with a load, shift your feet instead. When lifting above waist height, set the object down on a table or bench, shift your grip, and then lift again. Above all, lift comfortably! You are the best judge of the most comfortable position for yourself.

Carry right! Use two people if you need to. Agree in advance how a load will be moved. Be sure you can see where you're going, don't let the object obstruct your vision. Check the floors or stairs over which you will be traveling. Carry pipe, bar stock or other long object on your shoulder with the front end high.

Pushing or pulling objects are preferable to lift and carrying them. Push whenever possible instead of pulling. Be sure you can see over or around the object. Push or pull at waist height avoid bending.

4. Location of Safety Equipment

Fire extinguishers are located throughout the facility. Attached is a map of their locations. Make yourself completely aware of the extinguishers and their location.

The first aid kit is located just outside the hardware storage room. Be aware of its location.

Make yourself familiar with each exit.

B. SAFETY INSTECTIONS

1. General

Safety inspections are considered essential to the maintenance of safe working conditions and practices and the discovery of accident causes before the accidents occur. They also serve as an educational and participation program for those involved.

2. Safety Coordinator Responsibilities

A safety inspection of the premises will be conducted monthly by the Safety Coordinator who will use the Safety Inspection Report form to coordinate said inspection. Any physical hazards will be noted, outlined in the Safety Recommendation Report and the General Manager will be immediately given said Report, he will be then take whatever corrective action is necessary.

3. General Manager Responsibilities

Safety is an ongoing issue; therefore the General Manager will be responsible for overseeing employees' work methods on a daily basis. He will be responsible for identifying and correcting conditions which could lead to an accident. He will report any serious safety violations on the Accident Report and make recommendations, if necessary, for Disciplinary action.

4. Employee responsibilities

As mentioned above, it is the responsibility of the employee to participate in the safety program. He is responsible for reporting to the General Manager or Safety Coordinator any violation of safe working practice and the rules and regulations outlined above. An employee who is aware of a safety hazard and does not report it will also be subject to Disciplinary action. The safety of each and every employee in this establishment is vital. Willful withholding information for any reason will not be tolerated.

Employees should take pride in their working environment as well as themselves. The policies outlined throughout this program are designed to protect each employee from harm. Each employee's input is greatly appreciated. All suggestions for a safer working place should be made to the Safety Coordinator or General Manager.

5. Inspection Reports

The Safety Inspections Report will be used by the Safety Coordinator to conduct regular safety inspections. All physical safety hazards will be reported and copy will be provided to the General Manager with any recommended action. The General Manager will comply with corrective action within 10 days of receipt of the report.

The Safety Inspections Reports will be kept on file in the Safety Coordinator's office.

C. NEW EMPLOYEE ORIENTATION

1. Procedure

The General Manager will be responsible for New Employee Orientation. He is, therefore, responsible for insuring that each employee has been instructed on our company's policies and that he is properly assessed and trained on equipment that, upon assessment, he is not qualified to use. He will give approval to employee on equipment that he can use and he will arrange for training on equipment that he is not qualified to use. All training will be coordinated with the Safety Coordinator to insure that it is properly documented. He will be responsible for filling out the New Employee Orientation form and providing same to the Safety Coordinator who will insure that it has been completed and that the new employee has been properly assessed and trained.

2. Orientation Form

The New Employee Orientation form will be completed and filed in each new employee's file. It will also be separately kept on file in an individual file entitled New Employee Orientation in the Safety Coordinator's office.

D. REGULAR SAFETY MEETINGS AND TRAINING

1. Frequency and Topic

Regular safety meetings and training updates will be performed each month. The topic of those meetings will be coordinated by the Safety Coordinator who will either conduct the meeting or arrange to have the General Manager conduct the meeting. The Safety Coordinator will, however, oversee each meeting or training update. The regular meetings will cover the issues of Hazcom regularly as well as PPE Assessment, Fire Drills and Evacuations, Ladders Safety, Lifting/Carrying safety and other general safety topics.

E. ACCIDENT INVESTIGATION AND REPORTING

1. First Aid

A First Aid Kit is provided next to the storage room, each employee shall make himself aware of its location.

2. Investigation

All accidents and injuries should be promptly reported and investigated by General Manager. Any hazardous situation which arises should be investigated whether or not an injury has occurred. The purpose of an investigation is to determine what actions are needed to control a similar situation. This requires identifying the true causes of an accident. Once the causes are identified, corrective action should be planned, carried out and followed up on to verify the situation has been corrected. At each time, the Accident Report should be completely filled out and presented to the Safety Coordinator.

3. Accident Report

The Accident Report should be completely filled out by the general Manager and presented to the Safety Coordinator who will place a copy in the employee's file as well as in a separated file, labeled Accident Reports. These documents will be kept in the Safety Coordinator's office. A copy of the Accident Report is attached.

F. HASARD COMMUNICATION

1. Program and Training

The purpose of this program is to ensure that potential hazards and hazard control measures for chemicals used by this company are understood by company employees.

The written program is available for employees review at any time as it is provide in the Employee Policies and procedures Manual. A copy of same is provided in the Paint Room with MSDS sheets as well as in the Safety Coordinator's office.

The General Manager will verify that all containers received for used by this company will be: clearly labeled as to the contents, matching identification on MSDS sheets; note the appropriate hazard warnings; list the names and address of the manufacturer. No containers will be released for use until the above data is verified.

Copies of MSDS's for all hazardous chemicals to which employees in the paint Department may be exposed will be kept in the Pint Department and in the Safety Coordinator's office. Copies of MSDS's for all hazardous chemicals to which employees in areas other than the Office and Paint Department may be exposed will be kept below the First Aid Kit. The General Manager will be responsible for ensuring that: MSDS's for the new chemicals are available; MSDS's will be available for review to all new employees; copies will be available upon request.

Each employee will be provided the following information and training before working in areas where hazardous chemicals exist. In addition, if a new hazardous material is introduced into the work place, affected employees will be given new information and training concerning to that material. Each employee will be made aware of: all locations in the work area where hazardous chemicals are presented; the locations and availability of written hazard communication program, including list(s) of hazardous chemicals used and related material safety data sheet; the method the company will use to inform employees of potential hazards of non-routine task (jobs that are not routine for an individual because of infrequency, location or type).

Each employee will be trained in the following: methods and observations used to detect the presence or release of a hazardous chemical in the work are; the physical and health hazard of chemicals in the assigned work area; the measures to take to protect against such hazard' including specific company procedures concerning work practices, emergencies and care and use of protective equipment; details of the company hazard communication program, including explanation of labeling system, material safety data sheets and how to obtain and use appropriate hazard information. Upon completion of employee's training, a Certificate of Completion will be completed and held on file in the Safety Coordinator's office as well, a copy will be place in each employee's personal file.

G. PPE ASSESSMENT

1. Assessment

In compliance with the revised OSHA Personal Protective Equipment standard 29CFR1910.132, our company has conducted a hazard assessment of the work place. Hazard assessment will be conducted by the General Manager and will appear on the Certificate of Hazard Assessment form which he will complete upon his assessment. Certificate of Hazard Assessment form will be complete by General Manager outlining locations within our facility and summarizes for each location the personal protective equipment required.

2. Training, Care & Use

Each employee will be trained on PPE standard for our location. Copies of Certification of Hazard Assessment form will be provided in written Safety Program which is provided to each employee. Each employee is responsible for understanding and complying with the assessment standard provided by the General Manager. Any deviation will be regarded as insubordination and followed with Disciplinary action. Training certificates will be held on file in the Safety Coordinator's office and in the personnel file of each employee who has completed the training.

3. Certification of Hazard Assessment

All certificates of Hazard Assessment for this facility are attached.

H. LOCKOUT/TAGOUT

1. Procedure

In compliance with 29CFR 1910.147 of OSHA's standards regarding Lockout/Tagout procedures, our company has implemented the following procedures:

The company will utilize the Lockout procedure for energy isolating devices whenever maintenance or servicing is done on machine or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and lock out before any individual performs servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

It is for the above reason, that this company's policy requires that no employee service or maintain any piece of equipment or machinery. Only the general Manager has the authority to service or maintain any piece of equipment or machinery.

All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment. Any deviation from the above will be considered a serious violation of company policies and Disciplinary action will follow.

The General Manager is required to notify all affected employees that servicing or maintenance is required on a machine or piece of equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. The General Manager will make himself knowledgeable regarding the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, shall know the methods to control the energy.

The General Manager will follow the procedures outlined below:

1. If the machine or equipment is operating, it will be shut down by normal stopping procedures.
2. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
3. Lock out the energy isolating device(s) with assigned lock.
4. Stored or residual energy must be dissipated or restrained by methods such as grounding repositioning, blocking, bleeding down, etc.
5. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

NOTE: Return operating control(s) to neutral or “off” position after verifying the isolation of equipment.

When servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition the following steps shall be taken:

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safety positioned or removed from the area.
3. Verify that the controls are neutral.
4. Remove the lockout devices and reenergize the machinery or equipment.

Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

I. FORKLIFT

1. Policies

According to OSHA standards “only trained and authorized operators shall be permitted to operate a powered industrial truck”, i.e., Forklift. Any employee who is not authorized to use the forklift will not operate the forklift under any circumstance and will receive Disciplinary Action if they are found to be in violation of the above. The General Manager is responsible for providing to the Safety Coordinator a list of employees who are authorized. He is also responsible for training employees on the use and safety of Forklift operation. The General Manager is also responsible for follow-up training every two years for those employees who are trained and authorized.

2. Training

A Forklift Operator Performance Test will be given after training by General Manager. It will then be kept on file with in the Safety Coordinator’s office, as well; a copy will be kept in the employee’s personnel file. After the Test has been review, a Certificate of Completion will be issued.

J. FIRE DRILLS AND EVACUATION

1. Fire Emergencies

It is responsibility of each employee to be aware of his environment. If you suspect a fire notify the general Manager or Safety Coordinator immediately. If a fire breaks out which cannot be contained, an employee's first course of action should be to make another person immediately aware to call 911 to report a fire, do not wait until an emergency is out of control, this person should also notify the General Manager or Safety Coordinator immediately, it will be their to assess the emergency and evacuate if necessary. Once the initial employee has notified a secondary individual to call 911 and notify management, he/she must then decide whether or not to fight the fire using an extinguisher. Each employee should become familiar with the location of Safety Equipment which outlines where each fire extinguisher is located. No individual should try to fight a fire alone, one other person should be involved.

If evacuation becomes necessary, Safety Coordinator will be in charge of evacuation operations. The General Manager will be in charge of assisting the Fire Department to the location of the fire. If the General Manager is fighting the fire, the Safety Coordinator will then assume this responsibility

If you cannot help, stay clear of the area. Everyone should be aware of evacuation process. If a fire breaks out and you cannot help aid in the fighting of the fire, it is your responsibility to move to the specified Evacuation site.

Depending on the damage that occurs, the General Manager will be in charge of all salvage operations and if necessary notify employees, customers and suppliers of the situation and the status.

2. Fire Drills

Fire drills will be conducted on regular basis to ensure that each employee understands the procedures.

3. Evacuation Plan

The attached Evacuation Plan outlines the exits and the procedure for evacuation. It is the employees responsibility to be familiar with the Evacuation Plan.

K. DISCIPLINARY ACTION

1. Policy

It is our policy to provide a guide with which an employee and Management can discuss, review and correct problems relating to the employee's lack of success in meeting the standards in attendance, performance, conduct and safety.

2. Procedure

a. Verbal Warning

A verbal warning will include a warning, identified as such to the employee, conducted in a place that provides privacy. A clear statement by the General Manager or other Management of the problem or situation, with recommendations for corrective action and an indication of what steps may be taken if improvement doesn't occur. The verbal warning will be recorded on a Disciplinary Action Report, include date and subject of warning, have proper signatures and will be on file in the employee's personnel file.

b. Written Warning

A written warning will include a formal discussion with the employee that includes written documentation of the problem. The warning will be prepared using the Disciplinary Action Report and will describe the nature of the problem, date(s) of previous verbal warnings, corrective action, and what steps will be taken should the problem persist, as well as a date by which improvement is expected and will be reviewed. A written warning will include the signatures of the employee and Management. The employee's signature acknowledges that the employee has read the document and received a copy, not necessarily that agreement is inferred. If an employee refuses to sign, it will be so noted by Management and witnessed by an Officer. The warning will include space for employee's comments. The original will be filed in employee's personnel file and the employee will receive a copy.

c. Corrective Review Period

An employee may be put on a corrective review period during which time an employee is expected to take corrective action. A written notice of a corrective review will be provided using the Disciplinary Action Report, it will describe the offense, length of review period, dates of previous warnings and the methods of correction. It will then be discussed formally with the employee he will receive a copy and a copy will be placed in his personnel file. The report will be signed by the employee and Management. Prior to the expiration of the corrective review period, the employee will be notified of the status and what further action will be taken, if necessary.

d. Discharge

Should an employee willfully disregard the above process, and only after the above process has been completed, an employee may face discharge. A

discharge as a result of the Disciplinary Action Report and reviewed by an officer before proceeding with the discharge.

3. Disciplinary Action Report

A copy of the Disciplinary Action Report is attached