



Plumbing and HVAC Contractor Employee **SAFETY MANUAL**

ADEMA HEATING & AIR CONDITIONING INC

Provided by: NYSIF

June 2024

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought. © 2017-2018 Zywave, Inc. All rights reserved.

ADEMA HEATING & AIR CONDITIONING INC recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by ADEMA HEATING & AIR CONDITIONING INC's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

ADEMA HEATING & AIR CONDITIONING INC is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their families and the local community.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and ADEMA HEATING & AIR CONDITIONING INC policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, ADEMA HEATING & AIR CONDITIONING INC will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, ADEMA HEATING & AIR CONDITIONING INC subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds ADEMA HEATING & AIR CONDITIONING INC in higher regard with clients and increases productivity. This is why ADEMA HEATING & AIR CONDITIONING INC will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of ADEMA HEATING & AIR CONDITIONING INC is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of ADEMA HEATING & AIR CONDITIONING INC will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, along with working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at ADEMA HEATING & AIR CONDITIONING INC must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

President

Risk Manager

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The primary responsibility of the employees of ADEMA HEATING & AIR CONDITIONING INC is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **must** become familiar with, observe, and obey ADEMA HEATING & AIR CONDITIONING INC's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **must** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **not** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that they believe is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden. Appropriate disciplinary action and/or termination may result from any offense.

Housekeeping

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

ADEMA HEATING & AIR CONDITIONING INC provides transitional return to work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while they remain productive. Employees are required to return to work immediately upon release.

Off-Site Safety

1. Employees of ADEMA HEATING & AIR CONDITIONING INC are required to follow all safety and security procedures during off-site visits.
2. If your contact person does not advise you regarding safety hazards, consider the following:
 - Identify emergency exit location(s).
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three-point contact (hand on rail and feet on stairs).
 - When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment will be in the possession of the ADEMA HEATING & AIR CONDITIONING INC employee and not provided by the client.
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

ADEMA HEATING & AIR CONDITIONING INC is committed to providing safety and health related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

Periodic Inspections

It is the policy of ADEMA HEATING & AIR CONDITIONING INC that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

1. Any work-related injury or suspected injury must be reported to your supervisor, job site foreman and to human resources. A NYSIF accident/incident form (available from HR) must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.
2. Human resources will issue an Employee Claim (Form C-3) for the injured employee to take to the treating medical practitioner. The employee must return this form to human resources by the next business day.
3. After each practitioner appointment, the employee must report to their supervisor and human resources to review their progress.
4. ADEMA HEATING & AIR CONDITIONING INC provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We believe that such absences cost both ADEMA HEATING & AIR CONDITIONING INC and our employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

ADEMA HEATING & AIR CONDITIONING INC has 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.

ADEMA HEATING & AIR CONDITIONING INC 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 return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. ADEMA HEATING & AIR CONDITIONING INC will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- 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 will result in your not being eligible for full disability 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 ADEMA HEATING & AIR CONDITIONING INC approves must keep us informed on a weekly basis of their status. Failure to do so will 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 Act (FMLA) 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 Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light 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 Return to Work 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 your supervisor and the human resources department.

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
 - Fire/Police/Ambulance: 911
 - Internal Emergency Number: 716-834-7611
 - Human Resources: 716-834-7611
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not be reprimanded if you act in good faith and it turns out to be a false alarm.
- First aid supplies and emergency equipment are located the office by the lavatory and in each truck for use by those who are authorized and properly trained.

Evacuation

- Employees will be notified of a possible fire either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a possible fire, employees should immediately evacuate the jobsite. Do not delay evacuation to get personal belongings or to wait for coworkers. All doors should be closed as the last person passes through. (Note: never use elevators during possible fire situations).
- Supervisors should be the last persons to leave the area. Check the jobsite to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through human resources.
- Upon exiting the building, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a jobsite or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call the office to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P**=Pull the safety pin.
 - A**=Aim the nozzle at the base of the fire.
 - S**=Squeeze the operating lever.
 - S**=Sweep side to side covering the base of the fire.

- * When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
- * Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*
- Have someone notify the incident commander of where the emergency is located. They will relay this information to the fire department.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, they will immediately page the following announcement: Be advised that there is extreme adverse weather affecting [office/location] on [date]. Our [offices/building/job site] will remain closed until further notice. Do not come into the [offices/building/job site]. Please take the appropriate precautions to ensure your safety during this time. This announcement will be repeated three times.
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with them. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Workplace Violence

Immediate Response Action for Supervisors

Active Response

- Assess the situation. Believe what you see and hear. Move to a safer location or away from the facility. Once safe, have a trained/designated individual report the incident to emergency responders and then to workplace security resources.

Remember to:

- Comply with emergency responders; avoid aggressive or threatening actions. Use technology to monitor unresolved situations; communicate real-time updates to affected personnel and emergency responders. Notify those in all potential danger zones to escape or seek shelter and barricade. When safe to do so, provide first aid to injured.

Suggested Actions for All Employees**Get Out, Stay Out**

- Move quickly. Do not wait for others to validate your decision, and don't go back in. Leave belongings behind. Survival chances increase if you are not where the aggressor is positioned, and you go where they cannot see you.

Hide Out, Spread Out.

- Find a place out of the shooter's view that can be locked and/or barricaded. Do not huddle together with others; spreading out makes it harder for the shooter to target an individual vs. a group. Quietly develop a plan of action in the event the shooter enters.

Call Out

- Call 911, additional authorities and/or onsite security (designated personnel to limit the number of call-ins to emergency responders). Inform responders of the aggressor's name, description and location, as well as the number and type of weapons. If you cannot speak, leave the line open and allow the dispatcher to listen.

FIRE DEPARTMENT: Ellwood Fire Dept.

TELEPHONE: 716-875-5843

POLICE DEPARTMENT: Town of Tonawanda Police Dept.

TELEPHONE: 716-876-5300

EMERGENCY MEDICAL SERVICES (AMBULANCE): Town of Tonawanda Paramedics

TELEPHONE: 716-876-5300

HOSPITAL: Nearest Hospital – Kenmore Mercy Hospital

TELEPHONE: 716-447-6100

ADEMA HEATING & AIR CONDITIONING SAFETY AND HEALTH REPSONSABILITIES:

Human Resources – Debra Dunn: Office – 716-834-7611; Mobile – 716-713-0729

General Manager – Paul Faulise: Office – 716-834-7611, Mobile – 716-430-1014

Immediately report any office injuries to Human Resources in person or by phone.

Immediately report any field injuries to General Manager and Human Resources in person or by phone.

A NYSIF accident/incident form (available from HR) must also be completed.

ADEMA HEATING & AIR CONDITIONING INC does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or other persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors; and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or their appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that their actions are not welcome and they must stop (if you are comfortable enough to do so).
2. Report the incident immediately to your supervisor or the human resources department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given ADEMA HEATING & AIR CONDITIONING INC's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

ADEMA HEATING & AIR CONDITIONING INC has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination.

- Any employee who feels that they have been threatened should immediately report their concern to their supervisor and to human resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify human resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by ADEMA HEATING & AIR CONDITIONING INC upon request.

To: All drivers of ADEMA HEATING & AIR CONDITIONING INC

Effective:

This policy applies to:

- Vehicles owned, leased or rented to ADEMA HEATING & AIR CONDITIONING INC.
- Personally owned vehicles driven by employees on behalf of ADEMA HEATING & AIR CONDITIONING INC.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and ADEMA HEATING & AIR CONDITIONING INC.

- All drivers must have a valid driver's license.
- Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.
- The code of conduct for Adema Heating & Air Conditioning states: "While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe and defensive driving and other good road safety habits, and display the highest level of professional conduct when driving a company vehicle."
 - o The following actions in company or personal vehicles for work purposes will be viewed as serious breaches of conduct and dismissal may be a consequence:
 - Driving while under the influence of Drugs or Alcohol
 - Driving while disqualified or not correctly licensed
 - Reckless or dangerous driving
 - Failing to stop after a collision
 - Acquiring penalty points leading to suspension of license
 - Any actions that warrant the suspension of a license

When operating your own vehicle for ADEMA HEATING & AIR CONDITIONING INC business:

- Your personal auto liability insurance is the primary payer. ADEMA HEATING & AIR CONDITIONING INC's insurance is in excess of your coverage.
- You should carry at least \$300,000 combined single limit per occurrence liability coverage. Evidence of insurance coverage is to be provided to ADEMA HEATING & AIR CONDITIONING INC each year, by a copy of your policy's declaration page or a certificate of insurance.
- ADEMA HEATING & AIR CONDITIONING INC is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others
- Call the police to report and comply with police instructions
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to ADEMA HEATING & AIR CONDITIONING INC immediately
- Do not to post accident or event on any social media
- Do not speak to media regarding any details of event

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee's Signature

Date










The following chart serves as a guideline for evaluating an employee’s motor vehicle record (MVR). An employee with an MVR grade of “poor” may not be insurable by our insurance carrier. If driving is a required part of an employee’s position at ADEMA HEATING & AIR CONDITIONING INC, the inability to be insured could jeopardize employment. Note that any major violation will result in a poor score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Minor Violations	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> ▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

Hazard Communication

1. All ADEMA HEATING & AIR CONDITIONING INC employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At ADEMA HEATING & AIR CONDITIONING INC, the SDS collection is located in the office with the HR department and on every company work vehicle. Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More does not mean better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your jobsite manager and human resources.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment*</p>  <ul style="list-style-type: none"> • Aquatic toxicity <i>*under EPA jurisdiction</i> 	<p>Skull & Crossbones</p>  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.

3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support them; just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself. Call human resources immediately for instructions.

Respiratory Protection

1. Do not perform operations requiring respirators unless you have been approved for use of respirators, fitted for a respirator, and trained in the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
4. Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
5. Store respiratory equipment in a clean and sanitary location.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device it means "Keep your hands off."

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and your personal key with you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working on or in the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use their own padlock along with lock-out tongs to lock out the equipment. When the work is completed, they must remove only their own lock.)
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Personal Protective equipment (PPE)

Inspect PPE prior to each use and never use damaged PPE. You are required to maintain and keep PPE clean.

1. *Safety Glasses* – Must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.
2. *Gloves* – Must be worn at all times when handling sharp objects, welding or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
3. *Welding* – Appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
4. *Respirators* – Only employees trained and authorized to use respirators are allowed to perform jobs that require them.

5. *Hearing Protection* – Required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss). This is less noise output than that of average traffic, most power tools or a shotgun blast. Tinnitus (also known as “ringing in the ears”) is a common injury when working in areas with excess noise without wearing proper hearing protection. This can be permanent in addition to hearing loss, so protection is a must.

Respirable Crystalline Silica

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 µg/m³) came into effect on June 23, 2018.

Employees must now follow ADEMA HEATING & AIR CONDITIONING INC’s written exposure plan for respirable silica at all times. Also, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year are offered medical examinations at least once every three years. These medical examinations are offered to employees exposed to silica levels at or above OSHA’s action level for respirable silica (25 µg/m³) for 30 or more days a year.

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas outside.
2. No candles or open flames are allowed within any facility, except where required as part of trade practice with proper safety precautions.
3. Hot work must be approved prior to the start of work.

Electrical Safety

1. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
2. Turn electrical appliances off with the switch, not by pulling out the plug.
3. Turn all appliances off before leaving for the day.
4. Never run cords under rugs or other floor coverings.
5. Any electrical problems should be reported immediately.
6. The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers

Lifting

1. Plan the move before lifting to ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6-12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand in an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Repetitive Motions

1. Take frequent breaks throughout the day to give your body a chance to rest between tasks.
2. Maintain good posture when sitting and standing, as awkward postures amplify the strain on muscles, tendons and nerves.
3. Work at comfortable speeds.
4. Maintain your flexibility by warming up your muscles before you begin working for the day. Perform stretching exercises for your hands, wrists, back and neck to avoid problems.

Awkward Postures

When working in awkward postures, your body parts are significantly altered from their neutral positions. This can lead to musculoskeletal disorders and injuries. To reduce your risk of injury, keep your body parts in neutral positions and stop what you are doing if you must exert excessive force to get a task done. Look for better ways to complete your work when you are faced with pain or must stress your body.

Fatigue

Fatigue can set in after being on the job for several hours. This can not only affect your physical strength but also your mental sharpness. To avoid fatigue (muscle tightness, aches, pains and mental cloudiness), take short breaks throughout the day to allow your body to recover.

Machine Guarding

1. It is your responsibility to know who is permitted to remove a safeguard and under what circumstances it is acceptable to remove it.
2. Ask your supervisor who to contact if a safeguard is damaged, missing, provides inadequate protection or has become a hazard.
3. Employees may face disciplinary actions for removing or tampering with guards.
4. Replace guards before starting the machine and after making adjustments or repairs.

General Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment, such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill or punch press, or when bending or forming materials.
2. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
3. Do not wear loose clothing, jewelry or ties in the machine shop.
4. Read and obey safety warnings posted on or near any machinery.
5. Long hair must be contained under a hat or hair net.

Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags and paper in the welding, cutting or brazing area.
3. Do not perform hot work within 50 feet of containers labeled "Flammable" or "Combustible."
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. Blow out hoses before attaching the torch.
8. Ignite torches with friction lighters only; do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work-shift.
11. Do not wear contact lenses when welding.
12. Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.
13. Wear clothing made of cotton, wool or non-synthetic fibers and long sleeve shirts, long pants, boots and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding, place the floor fan behind you to keep fumes away from your face.
16. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

Hand Tool Safety

1. Tag worn, damaged or defective tools as "Out of Service" and do not use them.
2. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
3. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
6. Do not perform makeshift repairs to tools.
7. Do not throw tools from one location to another or from one employee to another.
8. When climbing, transport hand tools in tool boxes or tool belts; do not carry tools in your hands or clothing.

Confined Spaces

Some work tasks present confined space dangers. Confined space hazards can be a result of the presence of hazardous gases, vapors, fumes, cleaning chemicals, dusts or excessive heat or cold. Additionally, the creation of an oxygen-deficient or oxygen-rich atmosphere may cause serious injury or death. To reduce your risk of confined space injuries and/or illnesses:

1. Know common confined space hazards, including means of exposure, such as inhalation or dermal absorption, signs of symptoms and consequences of the exposure.
2. Use appropriate personal protective equipment (PPE) properly.
3. Never enter a confined space without a spotter located at the entrance.
4. Maintain communication with your spotter to enable them to monitor your status while in a confined space.
5. Exit from the permit space as soon as possible when:
 - a. Ordered by the authorized person.
 - b. You or a coworker recognizes the warning signs or symptoms of exposure.
 - c. A prohibited condition exists.

If you believe that your job requires confined space entry and you are not properly trained, do not undertake the work. Contact your supervisor for approval.

Ladders & Stepladders

1. Read and follow the manufacturer's instruction label affixed to the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease and remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway, doorway or at a blind corner without posting warning signs or cones that detour pedestrian traffic.
5. Allow only one person on a ladder at a time.

6. Face the ladder when climbing up or down it.
7. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times.
8. When performing work from a ladder, face it and do not lean backward or sideways. Do not jump from ladders or step stools onto the ground or other surface.
9. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles to the left or right of center.
12. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
13. Secure a ladder in place by having another employee hold it if it cannot be tied to the structure.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.

Dangerous Substance Exposures*Asbestos:*

Inhaling asbestos fibers can cause serious lung diseases or harm to other organs that may not appear until many years after your initial exposure. Take the following precautions when working near or with asbestos-containing materials:

1. Always wear the appropriate respirator. Also, as exposure warrants, wear coveralls or similar full-body clothing, head coverings, gloves, foot coverings and goggles or a face shield.
2. Comply with all hygiene and decontamination guidelines after working with asbestos. These will be provided by your supervisor.
3. Leave your work clothes and shoes at ADEMA HEATING & AIR CONDITIONING INC to avoid exposing your family members to asbestos. If required, shower at work as well.
4. Do not eat, drink, smoke, chew gum or apply cosmetics in areas that could potentially contain asbestos.
5. When working with asbestos, keep the material wet and vacuum the dust regularly using a HEPA vacuum.
6. If you encounter asbestos that would need to be touched or disturbed for you to perform your work, STOP all work immediately before any disturbance occurs and contact your supervisor to plan a course of action to have it properly remediated by an accredited remediation company. Remediation must be properly and safely completed by an accredited company before any work can proceed.

Lead:

Lead can accumulate on your skin and clothing in the form of dust. It can also be inhaled or ingested in the form of fumes, and can damage the lungs, kidneys, nervous system, intestines and reproductive system. If you are working with lead, it is imperative that you rigorously practice good personal hygiene to minimize your health risks. Good hygiene can also prevent you from taking lead-contaminated dust out of the worksite and into your home. Use the following safety practices when working with lead:

1. Do not smoke, eat, drink or put on cosmetics in contaminated work areas or while wearing contaminated clothing. You are at an increased risk of ingesting dust while doing these activities.
2. Remove contaminated clothing at work, and consider showering before getting into your vehicle and returning home.
3. Use open flames with caution around lead dust clouds, which can be highly flammable under certain circumstances.
4. Wear the appropriate personal protective equipment (PPE) at all times.
5. Avoid generating dust by using the correct tools to open containers. If you use the wrong tool and cause an uneven tear, material spills and dust generation are likely.
6. Do not use materials that are incompatible with lead such as oxidizing agents, strong acids and strong bases.
7. Do not attempt to place materials back into their original manufacturer's containers once they are removed.
8. Open containers only on stable surfaces.
9. Follow the handling precautions for all chemicals found on Safety Data Sheets (SDS).
10. Have clean-up equipment ready in case of an emergency spill.
11. Do not dry sweep spills containing lead, as this will cause dust. Instead, wet down the area with water and then vacuum it with a HEPA vacuum.
12. Always wear a respirator when cleaning up materials.
13. Report any illness symptoms to your supervisor immediately.

Mold:

Standing water can contribute to the growth and transmission of many kinds of fungi, some of which may cause illness. Due to the nature of your profession, you are at an increased risk of exposure to airborne fungi and their spores. This material travels to the respiratory tract when it becomes airborne and can cause major health problems. Consider the following safety suggestions when working in areas with a potential for mold growth:

1. Learn to recognize the symptoms of mold exposure (nasal stuffiness, eye irritation, flu-like symptoms and wheezing).
2. Prolonged contact with contaminated water can lead to a fungal skin infection. Minimize your risk by washing your skin with warm, soapy water and keep your skin as dry as possible.
3. Avoid breathing in dust generated by moldy building materials.
4. Wear an N-95 NIOSH-approved respirator, gloves and eye protection.
5. Wash your body thoroughly after working with contaminated materials.

Carbon Monoxide:

Carbon monoxide (CO) is a colorless, odorless gas whose dangers can strike without warning. It is non-irritating during exposure, yet it is lethal. CO is produced when gas furnaces and water heaters are not installed properly, allowing high levels of the gas to escape into the air. In addition, working with gasoline-powered tools may also put you at risk of CO poisoning. While working with this type of equipment, only do so outdoors with three to four feet of clearance on all sides of the machine for exhaust to dissipate safely.

In addition to these precautions, you should be mindful of the signs of CO poisoning, including: feeling dizzy, drowsy, nauseated, having tightness across your chest or vomiting while working. Contact your supervisor immediately if you experience any of these symptoms.

Hydrogen Sulfide:

Hydrogen sulfide (H₂S) is an invisible, flammable gas that smells like rotten eggs. It is extremely corrosive and explosive, and toxic to your health. When H₂S mixes with water (found in your nose, throat, eyes and respiratory system), it forms a weak acid. This causes burning in the eyes, a sore throat, coughing and respiratory discomfort. Once H₂S enters the body, it attacks the respiratory control center of the brain and the lungs. As a result, workers can experience pulmonary edema.

Your best defense against H₂S poisoning is to protect your body with the appropriate PPE and to know the symptoms of exposure. They include:

1. Burning eyes
2. Sore throat
3. Respiratory irritation
4. Headache
5. Coughing
6. Dizziness
7. Nausea
8. Fatigue
9. Confusion
10. Loss of a sense of smell

Consider wearing a personal monitor while on service calls to detect H₂S. These devices are worn on the hip with a sensor head exposed to detect the gas. An alarm will sound if a dangerous level of H₂S is detected. ADEMA HEATING & AIR CONDITIONING INC will provide this monitor for you at no cost.

Burn Prevention

Many of your work duties may put you in danger of burn injuries resulting from hot equipment, steam lines, hot pipes and/or hot water. When working with machinery, such as boilers, use the following safety techniques:

1. Ensure that fuel systems (including lines, tanks and valves) are operating without leaks.
2. Ensure that the fuel to air ratio is not too high.
3. Wear hearing protection when working in noisy boiler rooms.
4. Wear personal protective equipment (PPE), such as hard hats, heavy-duty gloves, eye protection and full-body coveralls.
5. Treat a boiler vessel as a permit-required confined space.
6. All sources of energy must be locked out for service when machines are shut down for repair.

Electric Shock Hazards

1. Use ground fault circuit interrupters (GFCIs) when using cord and plug tools or equipment.
2. Use battery or low voltage work lights whenever possible.
3. Relocate ground wires when they must be disconnected from plumbing or ensure that grounds are properly connected.
4. Turn off the main circuit breaker and lock it prior to starting any generator. This will prevent inadvertent energization of power lines from back feed electrical energy, and can protect you from possible electrocution.
5. Turn off generators and let them cool completely before refueling.
6. Stay at least 10 feet away from overhead power lines and always assume that they are energized.
7. Use double-insulated tools and equipment that are distinctively marked as such.
8. Visually inspect all electrical equipment before use. Remove any equipment with frayed cords, missing ground prongs, cracked tool casings, etc.
9. Avoid standing in wet areas when using portable electric tools.

Heat-Related Illnesses

1. Wear light-colored clothing and a hat.
2. Adapt to working in hot conditions gradually and avoid over-exerting yourself during peak temperature periods.
3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
 - c. Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - a. Heat cramps – Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - b. Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - c. Heat stroke – Call 9-1-1 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Uncontrollable shivering
 - b. Slurred speech
 - c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
3. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - a. Inner layer – synthetic weave to keep perspiration away from the body.
 - b. Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - c. Outer layer – material designed to break the wind and allow for ventilation.
4. Wear a hat to avoid losing almost 40 percent of your body heat.

5. Place heat packets in gloves, vests, boots and hats to add heat to the body.
6. Watch out for the effects of cold temperatures on common body functions such as:
 - a. Reduced dexterity and hand usage
 - b. Cold tool handles reducing your grip force
 - c. The skin's reduced ability to feel pain in cold temperatures
 - d. Reduced muscle power and time to exhaustion

ADEMA HEATING & AIR CONDITIONING INC is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee, but also as a human being critical to the success of your family, the local community and ADEMA HEATING & AIR CONDITIONING INC. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and ADEMA HEATING & AIR CONDITIONING INC policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, ADEMA HEATING & AIR CONDITIONING INC will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, ADEMA HEATING & AIR CONDITIONING INC subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds ADEMA HEATING & AIR CONDITIONING INC in higher regard with customers and increases productivity. This is why ADEMA HEATING & AIR CONDITIONING INC will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of ADEMA HEATING & AIR CONDITIONING INC is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of ADEMA HEATING & AIR CONDITIONING INC will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons who are in any way associated with or affected by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at ADEMA HEATING & AIR CONDITIONING INC must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of ADEMA HEATING & AIR CONDITIONING INC's employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature

Date