



EXHIBIT "F"
EMPLOYEE / SUBCONTRACTOR CODE OF SAFE PRACTICES

All persons must follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions to a Wallace & Smith supervisor or manager. All work must be well planned and supervised to prevent injuries.

1. **HARD HATS** must be worn at all times on all jobs, including welding operations.
2. **EYE PROTECTION** must be worn at all times.
3. **GLOVES** are to be worn as needed.
4. **SHIRTS** are to be worn by all workers. No ties, loose or ragged clothing permitted. Shirts with a 4" sleeve minimum are required. No sleeveless shirts or tank tops allowed. Clothing with offensive words and/or images are prohibited.
5. **WORK SHOES or BOOTS** that support the ankle and guard against puncture and toe wounds must be worn at all times. **SAFETY TOE BOOTS/ METATARSAL COVERS** are required when exposed to foot injury from falling objects; or crushing or penetrating actions.
6. Long pants that extend to the ankles must be worn. No holes, frays, rips or ragged edges allowed. **NO SHORTS ALLOWED.**
7. Learn where **FIRE EXTINGUISHERS, TELEPHONES** and **FIRST AID KITS** are located and how to use them in emergencies. During **HOT WORKS** a fire extinguisher with current annual service shall be in close proximity and a Hot Works Permit completed with Superintendent.
8. **MSDS Sheets** of all chemicals are required to be sent/delivered to the job site prior to the commencement of your work. A copy shall be maintained by the worker while on-site in a proper Hazard Communication folder.
9. Provide **FIRST AID KITS** and an **ADEQUATE DRINKING WATER SUPPLY** for your employees. When forecasted to be above 85 degrees, provide shade. High Heat Plan shall be activated at 95 degrees.
10. Violation of **ANY** of the following items will subject your employee to removal from a project or temporary confiscation of tools or equipment in violation.
 - a. Violation of OSHA regulations.
 - b. Intoxication – coming to job premises or being under the influence or in possession of intoxicating liquors or narcotics.
 - c. Fighting or provoking a fight.
 - d. Horseplay in any form.
 - e. Removal and non-replacement of guardrails or other safety equipment.
 - f. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Copy of **TAILGATE SAFETY MEETINGS** submitted to Wallace & Smith Site Superintendent on a **weekly** basis.
12. **REPORT ALL ACCIDENTS, INJURIES and UNSAFE CONDITIONS** to Wallace & Smith Site Superintendent **immediately.**
13. **KEEP YOUR WORKPLACE CLEAN:** Daily housekeeping promotes safe and efficient work. Do not allow trash, scrap or boards with protruding nails to lie in your work area. Keep walkways, exits, stairs and landings clear of debris. Trades are responsible for their own debris clean-up on a **daily** basis.
14. Check all **VEHICLES and EQUIPMENT** before using them to be sure that they are in proper operating condition.
15. **HAND TOOLS**, such as hammers, punches, picks, chisels must be inspected prior to using them.
16. **ALL ELECTRICAL EQUIPMENT** must be grounded or double insulated. All extension cords must have a functioning ground with **NO damage**. Damaged electrical cords will be removed from site or rendered inoperable.

17. **ELECTRICAL EQUIPMENT REPAIRS** or adjustments are only to be completed by trained, competent persons using proper **LockOutTagOut** procedures.
18. **GASOLINE** may be handled or stored only in approved Type II safety cans. Plastic gas cans are neither safe nor legal for use and are not allowed onsite. Do not use gas for cleaning parts or tools.
19. **OXYGEN and ACETYLENE EQUIPMENT: CYLINDERS** shall be secured UPRIGHT at all times. Watch out for nearby combustibles and keep bottles shielded or a safe distance from welding or cutting operations. Oxygen and acetylene bottles must be separated by at least 20 feet when stored. A **FIRE WATCH** with a minimum 2A:10BC fire extinguisher shall be alert for any hot slag or material making contact with any surrounding combustibles. **HOT WORKS PERMIT** required for all open flame operations. Examples are; Soldering, welding or flame cutting etc.
20. **COMPRESSED AIR HOSES:** Be sure that all hoses are connected properly and are secured. Hoses larger than ½ inch inside diameter require pressure reducing safety device with secured couplings or whip checks.
21. **INSURE THAT YOUR EMPLOYEES STAY OUT FROM UNDER and IN FRONT OF LOADS** on cranes, etc. Do not cause or permit a load to be carried over a worker, piping under pressure or electrical supply.
22. **ALL LADDERS MUST BE INSPECTED** prior to the start of each job and equipped with safety feet. Damaged ladders must never be used. "Job Built" ladders are not allowed to be onsite.
23. **LADDERS** must be on firm foundations, secured to the structure and extend 36" above the landing. Do not step on top 4 rungs of straight ladders.
24. **NEVER CLIMB** or descend a ladder with anything in your hands; use tool bags or a hand line for tools and equipment. 3 point contact required while climbing.
25. **STEPLADDERS** are never to be used in the collapsed position leaning against anything. Never stand on top 2 rungs of step ladders.
26. **WOOD SCAFFOLDS** must be of good sound lumber, not less than two planks wide, of not less than 2"x10" material, adequately overlapped and supported. Wheels on **ROLLING SCAFFOLDS** must be provided with locks. **GUARD RAILS and TOEBOARDS** must be in place on ALL scaffolding more than 6' in height. **NEVER REMOVE GUARD RAIL FROM SCAFFOLDING.** Documented, daily inspections are required by a "competent person."
27. **EXCAVATIONS** deeper than three (3) feet must be guarded by barricades covered or backfilled at night and on weekends.
28. **TRENCHES** more than 5' deep shall be shored, sloped or a trench shield used and material stored at least two feet from the edge. Trenches more than 4' deep shall have ladders extending 3' above the trench, within 25' travel of workers in the trench. Subcontractor to obtain all necessary **Cal/OSHA permits** for excavations 5' or deeper. Annual permits shall be activated for the specific address of site.
29. **DRUG and ALCOHOL TESTING** at the time of an accident will be required by affected employees. Random testing may be performed in accordance with Article XXII, Section 22.4 of the Wallace & Smith contract, at the request of our client or if suspicious activity or materials are discovered.
30. The general public will be in close proximity to our project. Instruct your employees, no foul language, no wolf whistles or badgering the public! Please emphasize to your employees that a **RESPECTFUL ATTITUDE** on site is mandatory.
31. A fork lift, boom lift or scissor lift, **TRAINING CERTIFICATE OR WALLET CARD** is required on-site prior to work.
32. All **2ND OR 3RD TIER SUB CONTRACTORS** shall have all the same training and PPE requirements as required of our sub-contractors.
33. All foremen are required to **CHECK IN** with Superintendent prior to starting the day's work. Sign-in sheets may be required.
34. **SMOKING** is not allowed inside any building. Designated smoking areas may be established. All tobacco by-products (butts, spit etc.) shall be properly disposed.

ATTENDENCE AT A WEEKLY SAFETY MEETING IS MANDATORY BETWEEN FOREMEN AND THE WALLACE & SMITH SUPERINTENDENT