

EXHIBIT D-3

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 Superintendent, HES Manager and/or Owner or Manager.

1. **All Subcontractors with more than 9 employees will submit a copy of their Injury and Illness Prevention Program (Title 8, Section 3203 DIR CA Code of Regulations) and all other trade-specific programs to Wallace & Smith Contractors before start of work on project.**
2. **HARD HATS** must be worn at all times on all jobs, including welding operations.
3. **EYE PROTECTION** must be worn at all times.
4. **RESPIRATORY PROTECTION** must be worn if required based on type of work being completed and specific to trade. Only employees who are qualified and approved will be able to use a respirator. Fit testing and training may be required. Refer to Title 8, CCR, General Industry Safety Order §5144 and Construction Safety Orders §§1528, 1530.1, 1531 and 1532.3 for more information.
5. **GLOVES** are to be worn as needed.
6. **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 is prohibited. Safety vest and/or high visibility shirts may be required by onsite Superintendent to ensure worker safety.
7. **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.
8. Long pants that extend to the ankles must be worn. No holes, frays, rips or ragged edges allowed. **NO SHORTS ALLOWED.**
9. 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.
10. **Safety Data Sheets (SDS)** of all chemicals are required to be sent/delivered to HES Manager or main office prior to the commencement of your work. A copy shall be maintained by the Subcontractor representative while on-site in a proper Hazard Communication folder. Trade Foremen should also retain a copy onsite.
11. Provide **FIRST AID KITS**, a trained **FIRST-AID PROVIDER** and an **ADEQUATE DRINKING WATER SUPPLY** for your employees. When forecasted to be above 80 degrees, provide shade. Subcontractor shall activate High Heat Plan at 95 degrees. <https://www.dir.ca.gov/dosh/heatillnessinfo.html>
12. 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, Cal/OSHA or client 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.
13. **REPORT ALL ACCIDENTS, INJURIES and UNSAFE CONDITIONS** to Wallace & Smith project Superintendent **immediately.**
14. **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.
15. Check all **VEHICLES and EQUIPMENT** before use to ensure they are in proper operating condition.
16. **HAND TOOLS**, such as hammers, punches, picks, chisels must be inspected prior to using them.
17. **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.

18. **ELECTRICAL EQUIPMENT REPAIRS** or adjustments are only to be completed by trained, competent persons using proper **LockOutTagOut** procedures.
19. **GASOLINE** shall be handled or stored in red safety cans approved by Underwriter's Laboratory or Department of Transportation. Yellow cans shall only contain Diesel. Do not use gas for cleaning.
20. **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.
21. **COMPRESSED AIR HOSES:** All hoses must be connected properly and secured. Hoses larger than ½ inch inside diameter require pressure reducing safety device with secured couplings or whip checks.
22. **INSURE THAT YOUR EMPLOYEES STAY OUT FROM UNDER and IN FRONT OF LOADS** on cranes, fork lifts, etc. Do not permit a load to be carried over a worker, pressurized piping or electrical supply.
23. **FALL PROTECTION** measures shall follow current Cal/OSHA regulations. If your employees create a fall hazard, they are responsible for correcting or guarding the hazard. Examples, such as openings in floors, walls, roofs or leading edges will require protection for your crews and those trades that follow.
24. **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.
25. **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.
26. **NEVER CLIMB** or descend a ladder with anything in your hands; use tool bags or a hand line for tools and equipment. Use 3-point contact required while climbing or descending a ladder.
27. **STEPLADDERS** are never to be used in the collapsed position leaning against anything. Never stand on top 2 rungs of step ladders.
28. **WOODEN SCAFFOLD PLANKS** 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."
29. **EXCAVATIONS** deeper than three (3) feet must be guarded by barricades, covered or backfilled at night and on weekends.
30. **TRENCHES** more than 5' deep shall be shored, sloped or a trench shield used, with material and spoils stored at least two feet from the edge. Trenches 4' or deeper 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.
31. **DEMOLITION** activities are hazardous and create unstable conditions, stay away from demo areas.
32. **TILT-UP and PRE-CAST CONSTRUCTION** is to be conducted only by specifically trained workers.
33. **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.
34. 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.
35. Fork lift, boom lift or scissor lift, **TRAINING DOCUMENTATION** is required on-site prior to work.
36. All **2ND or 3RD TIER SUB CONTRACTORS** shall have all the same training and PPE requirements as required of our sub-contractors and a current, signed contract with Wallace & Smith.
37. All contractor foremen are required to **CHECK IN** with Wallace & Smith Superintendent prior to starting the day's work. Sign-in sheets may be required.
38. **SMOKING** is not allowed on the pad of any building. Designated smoking areas may be established away from combustible materials. All tobacco by-products (butts, spit etc.) shall be properly disposed.

**ATTENDANCE AT A WEEKLY SAFETY MEETING IS MANDATORY BETWEEN FOREMEN AND THE WALLACE & SMITH SUPERINTENDENT.
Provide copy of Company tailgate safety meetings required onsite every 10 working days to Site Superintendent.**