

EXHIBIT 'A'



STAVA BUILDING CORPORATION WORK RULES

Stava Building Corporation (SBC) and its subcontractors at a minimum must comply with the Federal Occupational Safety and Health Act (OSHA), National Electrical Code (NEC), National Fire Protection Association (NFPA), American National Standards Institute (ANSI), and all other regulatory agencies.

Announcements of the law are posted on the job site bulletin board for everyone's benefit. The Superintendent and Project Safety Officer will aid and instruct the project team in "working safe".

The following minimum requirements will be enforced on all **Stava Building Corporation** projects;

1. **BE ALERT.** Report unsafe conditions immediately. You are not required to work under any unsafe conditions. 1926.20
2. All visitors to Company projects must check in with the Project Superintendent prior to going on site.
3. A Job Safety Analysis (JSA) shall be performed for all high hazard or non-routine jobs.
4. All accidents or injuries, no matter how minor, are to be reported immediately to the **Stava Building Corp.** Project Superintendent. Subcontractors are required to maintain adequate first aid equipment and supplies in their work areas appropriate for their work.
5. The **Stava Building Corporation** Superintendent and/or Project Safety Officer (PSO) have the authority to remove any employee that does not conform to or obey the safety rules and regulations governing **SBC** projects. This may include disciplinary action up to and including termination, as stated in the exhibits of the contract.
6. Reporting for work under the influence of intoxicants or narcotics, or consumption of them during the workday, will be grounds for termination.
7. Horseplay, fist fights, unsafe acts, whistling, yelling at the public, or obscene gestures is grounds for termination with cause.
8. **Hard hats must be worn by all persons on a Stava Building Corporation Job Site until a finished ceiling is installed.**
9. **Safety glasses with side shields (meeting ANSI 287.1-1989 standards) must be worn at all times on the job site, excluding offices.** Additional forms of eye protection will be required as prescribed by OSHA standards and manufacturer recommendations. Steps must be taken to protect other workers and the public from eye injury whenever tasks producing flying chips or particles are being performed.
10. All workers on a **SBC** job site must wear clothes suited to the job, including work boots and gloves. No dangling or loose clothing or jewelry around moving machinery. Shirts with 4" long sleeves, work boots (no tennis shoes) and long pants are required.

11. Hearing protection in the form of earmuffs or approved ear plugs will be worn on all high noise level jobs as required.
12. Use proper lifting techniques. Lift with your legs to protect your back from strain. A lift partner is recommended for loads exceeding 50 lbs.
13. Attendance at weekly Tool Box Talks and documentation of meetings is mandatory.
14. Material Safety Data Sheets (MSDS) are available in the job site office. All employees on site must be properly trained to perform work with and around these chemicals. Any product brought to a site by a subcontractor or vendor must be accompanied with a MSDS sheet. Each affected employee must be familiar with the information contained on the MSDS.
15. Any person using open flame is required to have fire extinguisher within 5 feet of their work area at all times.
16. Tampering with, unauthorized use or removal of fire extinguishers from assigned locations is prohibited.
17. Gasoline must be stored in approved safety cans with self closing lids and flash arresters.
18. Open flames, including smoking within 25 feet of exposed flammable materials or flammable material storage, is prohibited.
19. Welding and burning must be conducted according to the regulations cited in 1926.352.
20. Maintain good housekeeping at all times. Pile materials so that safe clearances are maintained and toppling is prevented. Remove loose overhead material, dispose of garbage, and remove oil and water spillage. Immediately remove or bend over nails protruding from lumber. All subcontractors are responsible for housekeeping in and around their work areas at all times.
21. No one will operate any trucks, loaders, backhoes or other equipment unless specifically authorized to do so.
22. Before digging in any location, check to ensure that all underground utilities have been located and properly marked.
23. Excavations over 4 feet must be sloped, shored or shielded, and must meet all other conditions of 1926.650.
24. Barricades are required around excavations, holes, or openings in floors or roofs, edges of roofs, elevated platforms, around certain types of overhead work, and whenever necessary to warn or prevent people or equipment from falling.
 - a) If it is not appropriate to barricade a hole, it should be covered. Covers must be of standard strength and construction and must be secured to prevent sliding. All holes over 2 inches must be covered.
 - b) All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at anyone time.
 - c) All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
 - d) All covers shall be marked with high visibility paint showing the word "HOLE" or "COVER" or color-coded to provide warning of the hazard.

25. All elevations over six feet (6') must have a 100% fall protection system. This includes ,but is not limited to, leading edge work, iron connecting, working off of elevated work platforms (scaffolding), and residential type construction. Only full-body harnesses (ANSI A 10.14 approved) with shock absorbing lanyard and secure anchorage point may be used for personal fall arrest systems.

Stava Building Corporation will not accept "monitors" or "safety zones" as an acceptable means of fall protection. Exceptions to this rule are subject to **Stava Building Corp.** review and must, at a minimum, meet OSHA requirements while providing the most effective employee protection possible.

26. All work using cords or power tools must utilize Ground Fault Circuit Interrupters (GFCI) protection. Only authorized electricians shall perform electrical work.
27. All work zones shall be properly illuminated.
28. Employees shall follow **SBC** lockout/tag out procedure when working on energized systems or equipment.
29. Hand tools, such as hammers and chisels, shall be used properly and maintained to prevent injuries from use.
30. Power tools shall be operated only by authorized personnel with guards "in place". Damaged tools shall be tagged "DO NOT USE" and removed from service immediately.
31. Power-actuated tools require certified training before use. The subcontractor shall provide the **SBC** superintendent with training documentation before work begins.
32. Ladders should be inspected prior to each use for defects, missing feet/shoes or parts, cracked rungs, or other damage. Do not use defective ladders.

Subcontractors shall train their employees in the safe use of ladders as required in 1926.1060.

No radios will be allowed on the job site other than 2-way radios for job site communication.

Respirators will be used when an employee is exposed to airborne hazards. Proper training, physical exam and a fit test are required. 1910.134

All employees performing confined space entry work shall be properly trained. All necessary requirements must be met.

Maintain ventilation in enclosed areas when using gasoline powered equipment.

Secure all material stored on the roof to prevent it from becoming airborne.

All slings, choker, and rigging equipment shall be free of defects. All hooks must have safety latches or keepers. Equipment must be inspected before use.

Tag-fines shall be used to control loads when their use does not create an additional hazard.

Worker parking will be assigned in the designated areas.

Keep all walkways and aisles clear of materials; place cords and air hoses to one side to provide safe passage.

The **Stava Building Corp.** Superintendent and/or Project Safety Officer (PSO) have the authority to remove any unsafe equipment, tools, scaffolding, etc., from **SBC** jobs.