



**Section 3**  
Safety Health  
and  
Environmental  
Manual

**2024**

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**Job Descriptions**

<b>BRIESER CONSTRUCTION GENERAL CONTRACTORS</b>		Developed:	01/2018
		Revised:	2/21/2020
<b>CORPORATE SAFETY, HEALTH &amp; ENVIRONMENTAL MANUAL</b>		Revision:	15
		Reviewed	02/2023 KRR
STANDARD OPERATING PROCEDURE:	<b>Job Descriptions</b>		
CROSS REFERENCE:	<b>None</b>		

**PURPOSE**

The purpose of this section is to establish a defined company hierarchy and their associated responsibilities.

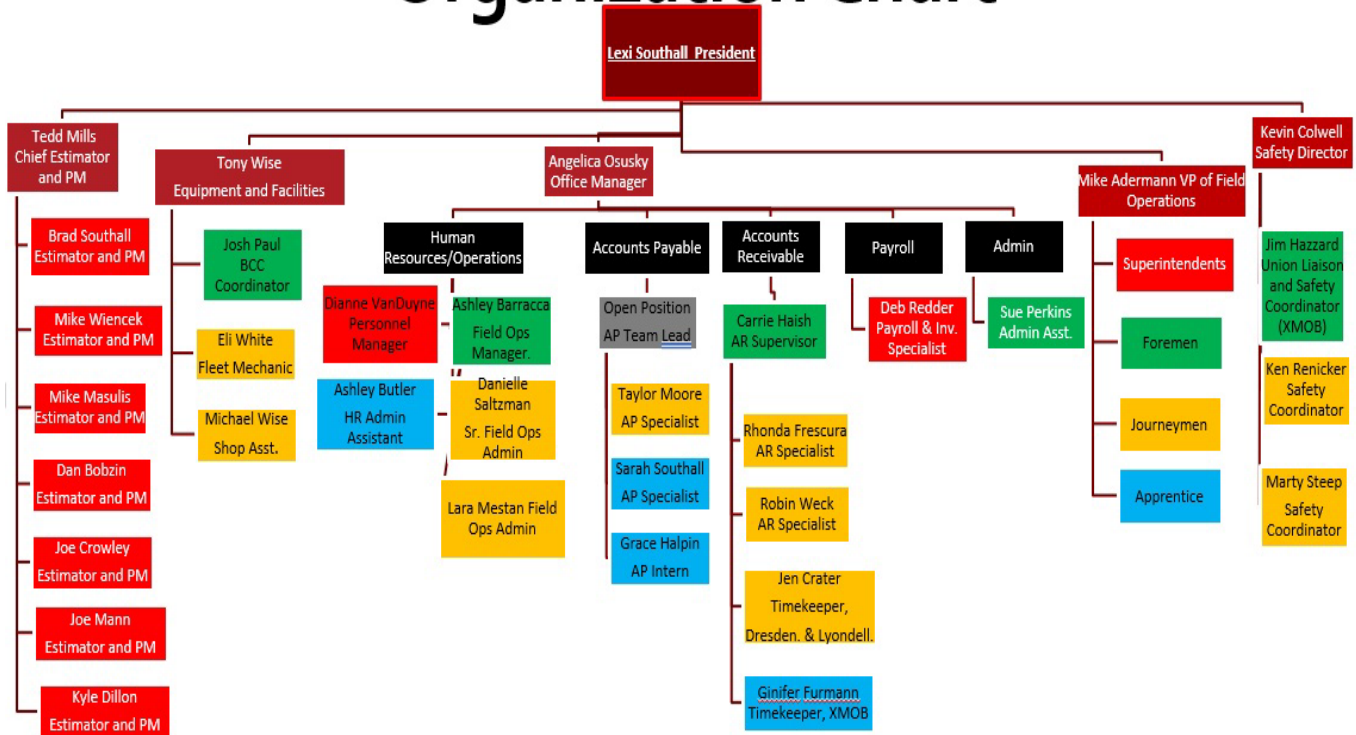
**DEFINITIONS**

**Title** – The name of the position held by a specific person or group of people within the company organization.

**Summary** – A brief description of this person, or persons job duties. These duties are to include any in office or administrative responsibilities. This can also mean any responsibilities while in the field on contracted site properties.

**Organizational Chart as of February 2023**

# Organization Chart



<b>BRIESER CONSTRUCTION GENERAL CONTRACTORS</b>		Developed:	01/2018
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**TITLE**

(As related to safety): President, Lexi Southall (Since 2017)

**SUMMARY:** The President of Brieser Construction Co. shall demonstrate a positive attitude toward the achievement of a strong safety program, with the objective of preventing personal injury and property damage through their direct and active support.

**PRIMARY SAFETY RESPONSIBILITY:**

1. Know the safety records of all the Supervisors and insist on accountability.
2. Communicate about safety on visits to the construction area, in the same way you communicate about costs and schedules.
3. Include the discussion of safety programs at staff meetings.
4. Request status reports (monthly) on safety activities and progress within Brieser Construction Co.
5. Ensure newly hired employees receive Brieser Construction Co. safety orientation before beginning work.
6. Make the necessary appropriations to meet the requirements of an effective safety program.
7. Continually support and enforce the Brieser Construction Co. Safety Program.
8. Practice safety through good example.

Violation of any of these rules may be cause for immediate disciplinary action. I have read and understand the rules stated above and accept them as a condition of continued employment.

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Employee Signature

Date

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**TITLE**

(As related to safety): V.P. Operations/General Superintendent, Mike Adermann (Since 2017)

**SUMMARY:** Currently the V.P. of Operations is acting as General Superintendent. The V.P. of Operations is directly responsible for the control and activities of the field Supervision and field employees. The V.P. of Operations is responsible for maintaining a strong safety culture at all Brieser Construction sites. He has the authority to immediately stop or modify any activity or procedure which is likely to result in an injury or property loss.

**PRIMARY SAFETY RESPONSIBILITY:**

1. Directly Reports to the Brieser Construction Company President.
2. Ensure Field Supervision is meeting their safety obligations as outlined in the Brieser Construction Safety Manual.
3. Conduct work site safety inspections and hazard corrections monthly.
4. Interview field employees to ensure a positive attitude toward safety are maintained.
5. Notify Safety Manager or his designee immediately of any incident.
6. Assist the with incident investigations to ensure proper reporting and documentation is followed by field Supervision.
7. Follow up incidents with prompt corrections to eliminate recurrences.
8. Ensure a robust hiring process with safety in the forefront of the hiring decision.
9. Practice safety through good example.
10. Promote safety programs.
11. Correct any safety gaps using Brieser Constructions VPP program and all the elements therein.
12. Ensure field Supervision is adequately training field employees on all equipment and safety disciplines as outlined in the Brieser Construction Safety Manual.

Violation of any of these rules may be cause for immediate disciplinary action. I have read and understand the rules stated above and accept them as a condition of continued employment.

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**TITLE**

(As related to safety): Director of Safety, Kevin Colwell (Since 2020)

**SUMMARY:** The Director of Safety shall be responsible for the direction of the safety program. He must provide direction for all safety activities within Brieser Construction Co. The Safety Director has the authority to immediately stop or modify any activity or procedure which is likely to result in an injury or property loss.

**PRIMARY SAFETY RESPONSIBILITY:**

1. Directly Reports to the Brieser Construction Company President.
2. Manage the duties and responsibilities of the company Safety Coordinator(s).
3. Coordinate safety activities and implement new safety procedures for the operations of Brieser Construction Co.
4. Coordinate and conduct safety education program for the management, supervision, and employees.
5. Ensure work area inspections are performed on a regular basis and train the personnel to conduct effective self-inspections.
6. Submit monthly reports to the Project Managers and Field Supervisors regarding the status of the safety performance statistics.
7. Monitors operations to assure compliance with applicable OSHA and local safety regulations.
8. Monitor sub-contractors’ safety performance.
9. Review safety manual and program for compliance with new or changed regulations on a yearly basis.
10. Review and document all Brieser Permits (ex. – Confined Space, Lockout/Tagout, Hot Work, etc.) on a yearly basis.
11. Practice safety through good example.
12. Monitor employee activities and behaviors to determine if employee should be removed from the worksite.

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**TITLE**

(As related to safety): Safety Coordinator, Jim Hazzard (since 2018), Ken Renicker (Since 2022), & Marty Steep (Since 2023)

**SUMMARY:** The Safety Coordinator shall be responsible for the execution of the safety program. He must provide support for all safety activities within Brieser Construction Co. The Safety Coordinator has the authority to immediately stop or modify any activity or procedure which is likely to result in an injury or property loss.

**PRIMARY SAFETY RESPONSIBILITY:**

1. Reports directly to the company Director of Safety
2. Check, verify, audit, fix and report daily the effective compliance by all employees and subcontractors of all the mandated safety policies, norms and requirements established by the company and OSHA.
3. Train new employees in the company's safety policies and regulations.
4. Act as the company and the Company Safety Director’s representative for the enactment and strict enforcement of all mandated safety rules and regulations.
5. Ensure the proper safe maintenance and utilization of equipment, materials, and tools to meet the safety mandated standards and requirements established by the company.
6. To establish and keep a good working relationship with owners, clients, subcontractors, and company employees for the continual improvement of the company’s safety standards.
7. Practice safety through good example.
8. Monitor employee activities and behaviors to determine if employee should be removed from the worksite.

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**TITLE**

(As related to safety): Project Managers.

**SUMMARY:** The Project Managers are responsible for identifying the hazards of their projects and communicating to supervisors. Accident prevention procedures for Brieser Construction Co. supervisors will be included in job planning activities. The Project Manager has the authority to immediately stop any activity or procedure which is likely to result in an injury or property loss.

**PRIMARY SAFETY RESPONSIBILITY:**

1. Directly Reports to the Brieser Construction Company VP of Operations.
2. Promote full support of the safety program by enthusiastically advocating the program.
3. Ensure that all supervisors are aware of and are following safety procedures established for Brieser Construction Co.
4. Monitor safety records of their construction areas.
5. Establish safety rules with special attention to unusual conditions on work sites.
6. Visit the construction areas frequently with special attention to hazard recognition and accident prevention.
7. Practice safety through good example
8. Monitor employee activities and behaviors to determine if employee should be removed from the worksite.

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**TITLE**

(As related to safety): Human Resources, Dianne VanDuyne

**SUMMARY:** The Human Resources Manager is responsible for collecting and storing medical & employee exposure records. They will also provide access to those records upon request of an employee who wishes to examine his/her own records.

Employee medical record means:

- A record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician.

Employee exposure records means:

- Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained.
- Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent, or which assess an employee's use of alcohol or drugs.

**PRIMARY SAFETY RESPONSIBILITY:**

1. Directly Reports to the Brieser Construction Company President.
2. Retain medical records for the duration of employment plus 30 years.
3. Maintain employee exposure records for 30 years.
4. Ensure that all supervisors are aware of and are following safety procedures established for Brieser Construction Co.
5. Provide access to records in a reasonable time, place, and manner. If access to records cannot reasonably be provided within fifteen (15) working days, the employer shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.
6. Whenever an employee or designated representative requests a copy of a record, that record must be provided at no cost.
7. Upon an employee's first entering into employment, and at least annually thereafter, information must be given to current employees of the existence, location, availability, and the person responsible for maintaining and providing access to records and each employee's rights of access to these records. This is accomplished during Orientation I.



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**PRIMARY SAFETY RESPONSIBILITY continued:**

8. Coordinate and complete any transfer of records. If Brieser ceases to do business, the Human Resources manager shall transfer all records subject to this section to the successor employer. Whenever Brieser either is ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, the Brieser shall notify affected current employees of their rights of access to records at least three (3) months prior to the cessation of the employer's business.
9. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), personal identifiers must be removed before access is provided.

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**TITLE**

(As related to safety): Field Supervisor (Job Foreman)

**SUMMARY:** Supervisors are directly responsible for the control and activities of the employees. They play a key role in the implementation and maintenance of an effective safety program. The Field Supervisor has the authority to immediately stop any activity or procedure which is likely to result in an injury or property loss.

Supervisors must plan their safety activity with the same care and effort as they do other portions of their work program.

**PRIMARY SAFETY RESPONSIBILITY:**

1. Directly Reports to the assigned Brieser Construction Company Superintendent or VP of Operations.
2. Provide, and require the use of personal protective equipment deemed necessary by the process, equipment, or materials.
3. Conduct their own work site safety inspections and hazard corrections on a daily basis.
4. Hold safety meetings with their employees on as needed basis or at least once per week.
5. Notify Safety Manager or his designee immediately of any incident.
6. Call for professional medical assistance for injured employee and ensure prompt medical care is provided.
7. Assist with incident investigations to ensure proper reporting and documentation.
8. Follow up incidents with prompt corrections to eliminate recurrences.
9. Ensure all employees follow safety policies and procedures without exception.
10. Practice safety through good example.
11. Monitor employee activities and behaviors to determine if employee should be removed from the worksite.

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**TITLE**

(As related to safety): Employee

**SUMMARY:** Good safety practices and incident prevention is the responsibility of every Brieser Construction Co. employee. Each employee is responsible to know and to follow the general provisions of the Company Safety Policy, the specific rules of their trade or work site and the rules enumerated below. The Employee has the authority to immediately stop any activity or procedure which is likely to result in an injury or property loss. Documentation is required from employees as proof that they are qualified to perform their job duties.

**ALL EMPLOYEES WILL ABIDE BY THE FOLLOWING RULES:**

1. Directly Reports to the assigned Brieser Construction Company Site Foreman or office manager.
2. Know, understand, and follow all Brieser Construction safety rules and host facility safety rules.
3. Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.
4. All Brieser employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of Health, Safety or Environmental risk exist. The Stop Work Authority program is intended to promote safe work environments as monitored by the very people who perform the work, without the fear of retribution from the company or harassment from fellow workers. Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated. Once a Stop Work Condition has been issued, no work will resume until all Stop work issues and concerns have been adequately addressed. Immediately report all injuries, incidents and near misses to your immediate supervisor.
5. Authorized drivers will report any collision or traffic violation while driving on company duties to the appropriate personnel.
6. Only perform tasks in the designated area that has been assigned by a Brieser Construction Company supervisor or his designee. If directed to do other tasks or similar tasks in a different area, obtain supervisor approval. Before any work can begin a task specific review (TSTI) must be completed.
7. Employees who will miss work must report by calling the office by 9:00AM of the day missed. Employees failing to report any absence after the third missed day are presumed to have abandoned their job.
8. Employees involved in a work-related incident, regardless of injury, are required to fill out and sign an Accident/Incident Report Form.
9. When an employee has work restrictions placed upon them by their doctor, they are to notify their immediate supervisor and follow these restrictions. Anyone not following their doctor’s guidelines for safe work could be subject to immediate termination.

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**ALL EMPLOYEES WILL ABIDE BY THE FOLLOWING RULES continued:**

10. Employees must provide and wear short sleeve shirts, long pants, and construction grade safety toed boots with a defined heel. Loose clothing or jewelry (especially rings) should not be worn.
11. Industrial head protective helmets meeting the requirements of the 2003 standard are classified as Type I for top protection. All hard hat components should be inspected daily for signs of dents, cracks, penetration, and any damage due to impact, rough treatment, or wear. In addition to everyday wear and tear, ultraviolet (UV) radiation can pose a problem for hats constructed of plastic materials. Damage caused by UV radiation is easy to spot: the hat will lose its glossy finish and eventually take on a chalky appearance. Further degradation could cause the shell to start flaking away. Once the effects of UV radiation are detected, the hard hat shell should be immediately replaced. Safety glasses must be always worn on all job sites. Appropriate gloves must be worn when doing construction activities. Ear plugs must be with you and ready for use. Your personal protection equipment must be on the job each workday.
12. Use safety glasses or goggles with a face shield during operations involving concrete breaking or cutting, metal chipping or cutting, welding, or grinding. A face shield used in acetylene cutting or welding must have the appropriate filter lens. A U.S. Safety Double Matrix face shield is required when using a grinder.
13. Properly care for, and be responsible for, all personal protective equipment (PPE). All PPE must be inspected by the employee prior to each use. Replace lost or damaged equipment. Protective clothing and PPE are provided by Brieser Construction Co. and must be worn in specific areas and when performing specific tasks. PPE will be issued upon employment and will be replaced with the return of the used or worn-out PPE. The purchase of safety toed boots and prescription safety glasses are the responsibility of the employee. Also please refer to Brieser's PPE Matrix sheet for help with required PPE for certain tools or equipment used.
14. During an emergency evacuation employee are to report to their supervisor at the pre-established safe re-grouping location.
15. Report all theft immediately to your supervisor. Mark all personal tools with your identifying mark. All theft will be prosecuted to the fullest extent of the LAW. Report any equipment owned by Brieser Construction that is unmarked to your supervisor.
16. The use of or being under the influence of intoxicating beverages or illegal drugs while on the job is prohibited. Violations will be subject to disciplinary action as outlined in the drug & alcohol policy. Prescription or over-the-counter drugs which may cause drowsiness must be reported to your supervisor.
17. Brieser Construction enforces the NASAP & DOT drug and alcohol policies. Screening for pre-employment, post-accident, or random as prescribed by the host facility or these polices are in effect at the time of hire.
18. Horseplay, practical jokes, harassment, and fighting shall not be permitted on the job or customer property, before, during and after work hours and is grounds for dismissal. In addition, fighting on Brieser Construction Property or Company functions shall not be permitted and is grounds for dismissal.

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**ALL EMPLOYEES WILL ABIDE BY THE FOLLOWING RULES continued:**

19. Some Brieser Construction Customers require contractor employees to stretch before working. At all other locations Brieser Construction Co. recommends stretching before work.
20. Be alert and keep out from under overhead loads.
21. Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
22. All Brieser owned vehicles shall be of the correct size and used for its purpose.
23. Good housekeeping shall be practiced by all Brieser Construction Co. employees. Excess material shall be properly stacked and stored in a secure place. Protruding nails, wire, etc., shall be bent over, cut, or pulled. Debris shall not be allowed to accumulate in aisles, stairways or near ladders. Scrap should be properly disposed of, and tables and floors should not have clutter.
24. Gasoline must be stored and securely transported in proper labeled safety containers with flashback liners in place. Engines must be shut off and allowed to cool before refueling. No smoking anywhere near flammable liquids.
25. Compressed gas cylinders (Propane, Oxygen, Acetylene, etc.) must be secured in an upright position. When not in use, caps must be securely on. Oxygen and Fuel Gasses shall not be stored together unless they are on a transport cart.
26. Never operate any equipment unless all guards and safety devices are in place and in proper operating condition. Never operate or use equipment unless properly trained as per the Equipment Safety & Training Manual. All Safety Warning Labels must be legible.
27. Verify all tools are in safe working condition. Never use or repair defective tools or equipment.
28. Report all defective equipment to your supervisor to be tagged and taken out of service. Do not use altered or manmade tools and lifting devices without the approval from the safety manager.
29. Machinery shall be properly oiled, cleaned, adjusted, refueled, and operated only by qualified operators. Only qualified personnel are allowed to make repairs and all machinery and equipment must be shut off, locked out and/or tagged out before maintaining or repairing. No person shall ride any boom, forklift, or material handling equipment except operator. Riding in the rear of the pickup truck is prohibited.
30. All Brieser vehicles shall be maintained in safe working order. An inspection shall be conducted daily or before use to determine if the vehicle is safe for operation.
31. When performing operations that may produce a spark or ignition source including burning and welding, concrete cutting and breaking, metal chipping and cutting, and grinding, a 20lb fire extinguisher must be close at hand at all times and a hot work permit must be issued. Only qualified persons shall weld and torch and each shall wear protective face shields, eye protection and appropriate clothing (no polyester). Training and review of welding and torching operations and hot work permit procedure are to be provided on each job by the Supervisor. Electrical tools that during operation do not create sparks can be used in non-hazardous areas without a hot work permit.

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**ALL EMPLOYEES WILL ABIDE BY THE FOLLOWING RULES continued:**

32. Scaffold units are to be used in preference to ladders. Step ladders shall be used only in the open and locked position. The last step prior to the top will never be used. Place ladders on a substantial base and do not use ladders with broken, split, or missing rungs or rails. All access ladders are to extend at least three feet above the landing platform and be securely fastened. Proper ladder placement is: 4:1 height/base. All ladders must be inspected daily prior to use and inspection sticker dated and signed. Jumping off any ladder, scaffold or from any height is grounds for dismissal. While ascending any ladder the three-point contact rule (2 hands - 1 foot; 2 feet - 1 hand) must be used. Use a rope to lift tools.
33. Elevated work platforms are to be used by Brieser Construction Co. employees ONLY. Only companies with written approval at the office may use scaffolding erected by Brieser Construction Co.
34. Lift correctly, using your legs to take the strain. Turn by placing the proper foot into direction of the turn (do not twist with the back). Lock your lower back curve; tighten stomach muscles before you lift. Stretch your muscles before lifting.
35. WALK. Never Run. Be cautious when approaching swinging doors, corners, and congested areas.
36. Brieser Construction Co. has a Hazard Communication Program (HCP). The purpose of this program is to inform you of the hazards of the chemicals we work with to reduce chemical source injuries and illness. If you have a question about any chemical, we work with see your supervisor.
37. You must understand the supervisor's instruction. If you do not know how to do the job safely, ask your supervisor.
38. Never seek medical attention concerning a work-related injury or illness after work hours without first attempting to notify the President; Lexi Southall, (815) 955-3972 or V.P. of Operations; Mike Adermann, (815)405-3092.
39. If you are injured while not in Brieser Construction Co. employment, (ex. at home) that will affect your job performance, notify your supervisor.
40. If your state driver's license becomes suspended or revoked, or changes in your medical condition negate licensing this must be reported to your supervisor immediately.
41. All electrical cable, welding cables or hoses run across aisles and through work areas shall be covered or otherwise protected if subject to vehicle or equipment traffic. If possible, run cable and hoses overhead to minimize hazard. Hoses and cables across aisle ways must be taped. Barricaded or otherwise identified to prevent trip hazard.
42. Smoking is only permitted during breaks and lunch in designated areas. Smoking is not allowed while working.
43. Smoking is not allowed in company vehicles. Smoking is not allowed on company property except in designated outdoor smoking areas.

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44. Illness and disease related to Bloodborne pathogens is transmitted through blood, and body fluids (i.e., semen, vaginal secretions, vomit, saliva, loose skin, and body tissue). Under no circumstances is a person to administer first aid or any other emergency care without proper training such as certified by American Red Cross or equivalent.
45. Due to the nature of our work overtime could be available. Any overtime that is offered is voluntary and will not affect your job as we recognize prior commitments or family events could prevent your ability to work overtime.
46. Never work more than 14 days in a row without a fatigue day. Notify your job foreman on your 13th day of working without a day off so a fatigue day can be scheduled. Working more than 14 days without a day off is grounds for dismissal. You are also responsible for notifying your job foremen if you are fatigued to the point of not being able to perform your job tasks. Your job is to notify your supervisor if you are feeling fatigued. The Supervisors job is to worry about job rotation schedules to control fatigue. Supervisory personnel will make safety critical decisions and take appropriate actions to prevent loss.
47. A job trailer or comparable area with chairs will be provided for workers to sit periodically and will provide periodic rest breaks for personnel.
48. Employees must not chronically use over the counter or prescription drugs to increase mental alertness. All Employees should refrain from taking any substance known to increase fatigue, including fatigue that sets in after the effects of the drug wear off.
49. If working a 4-10's work schedule and you change jobsite locations during the week, it is the employee's responsibility to inform the job foreman when you reach 40 straight time hours for the week.
50. Safely operating equipment and motor vehicles requires the operator's total attention. Equipment operators and drivers may not use cellular phones, communication devices and computers or perform distracting activities except when the equipment is stopped, or the vehicle is properly parked.
51. Employees must be physically fit to perform their work.
52. Any Brieser employee who has a Conviction record anytime during employment must notify V.P. of Operations, Mike Adermann. Conviction record is defined as information indicating that a person has been convicted of any felony, misdemeanor, or other offense, has been judged delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, or paroled by any law enforcement or military authority.

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STANDARD OPERATING PROCEDURE:	<b>Job Descriptions</b>		
CROSS REFERENCE:	<b>None</b>		

**ALL EMPLOYEES WILL ABIDE BY THE FOLLOWING RULES continued:**

- 53. The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury.
- 54. Drivers must abide by the federal, state, and local motor vehicle regulations, laws, and ordinances.

**REMEMBER**, you could prevent a serious incident to fellow workers if you warn them when you see them performing an unsafe act or observe an unsafe condition.

Violation of any of these rules may be cause for immediate disciplinary action. I have read and understand the rules stated above and accept them as a condition of continued employment.

Training Module/Class: \_\_\_\_\_

Date of Training: \_\_\_\_\_

*I confirm that I received the training listed above. I listened, read, and understood the training. I understand that as an employee, it is my responsibility to abide by Brieser Construction Co.'s work rules, policies, and procedures.*

*If I have questions about the training, materials presented or any of Brieser Construction Co.'s work rules, policies, or procedures, I understand it is my responsibility to seek clarification from my supervisor.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Printed name of Trainer (s): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



<b>BRIESER CONSTRUCTION GENERAL CONTRACTORS</b>		Developed:	01/2018
		Revised:	2/21/2020
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## **DISCIPLINE AND ENFORCEMENT OF SAFETY RULES**

This procedure is established to provide a mechanism for the discipline of employees who repeatedly violate safety rules. Safety rules are written and enforced to protect employees from injury and provide a "safe and healthful place of employment."

Supervisors are responsible for the enforcement of the safety and health program at Brieser Construction Co. In order to accomplish this, they must ensure that each employee is properly instructed in the use of safe equipment and safe work practices, warn employees when they violate a safety rule, and notify the safety manager of any employee who refuses to comply with the rules.

When an employee violates a safety rule, Brieser Construction Company will follow the discipline procedure below as deemed appropriate:

1. First offense – verbal or written warning
2. Second offense – written or three-day possible suspension without pay.
3. Third offense - within a 12-month period is grounds for immediate termination.

The listing of infractions and penalties above is intended only as a general guideline, and Brieser Construction Co. specifically retains the right to modify the penalties and/or impose the appropriate disciplinary action or other forms of discipline, based upon the specific circumstances involved in each individual case, including discipline or termination on the first offense.

Each written warning will advise the employee of the nature of the violation and the correct safe practice and procedure.

A copy of the violation will be provided to the employee, the employee's Supervisor, and the employee's personnel file.

The employee's termination papers will be noted that he/she has been terminated for violation of safety rules and is not eligible for rehire.

**NOTE: DOCUMENTATION OF THE ABOVE ACTION IS NECESSARY TO COMPLY WITH GOVERNMENT REGULATIONS AND THE LABOR AGREEMENT.**

EMPLOYEE WARNING RECORD				
<b>WRITTEN</b> <input type="checkbox"/>		<b>INFO ONLY</b> <input type="checkbox"/>		<b>VERBAL</b> <input type="checkbox"/>
Employee's Name			Payroll No.	
Date of Warning		Trade		Shift
<b>VIOLATION</b>			<b>REASON FOR WARNING</b>	
Date		Absence <input type="checkbox"/>	Safety <input type="checkbox"/>	
Time		Tardiness <input type="checkbox"/>	Disobedience <input type="checkbox"/>	
Place		Carelessness <input type="checkbox"/>	Other <input type="checkbox"/>	
<b>COMPANY REMARKS</b> - Explain pertinent facts in detail				
<b>EMPLOYEE REMARKS</b> - Absence of statement by EMPLOYEE indicates agreement with this report.				
I have entered my version of the matter above				
Employee's Signature				Date
<b>ACTION TO BE TAKEN</b>				
<b>PREVIOUS WARNINGS</b> When and By Whom			I have read this "Warning Record" and understand it.	
1 <sup>st</sup> Warning			Employee Signature	
Date	Verbal <input type="checkbox"/>	Written <input type="checkbox"/>	Date	
2 <sup>nd</sup> Warning			Supervisors Signature	
Date	Verbal <input type="checkbox"/>	Written <input type="checkbox"/>	Date	
3 <sup>rd</sup> Warning			Signature of Witness	
Date	Verbal <input type="checkbox"/>	Written <input type="checkbox"/>	Date	
<b>Distribution</b>				
Original	Personnel Manager			
2 <sup>nd</sup> Copy	Employee			
3 <sup>rd</sup> Copy	Supervisor			

Personnel Manager to Scan/employee files/employee/confidential/mmddy Employee Warning Record

## Job Descriptions Learning Exercise

Score:  %

<b>Employees Name:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Company:</b>	<input type="text"/>	<b>Instructor:</b>	<input type="text"/>
<b>Trade:</b>	<input type="text"/>	<b>Job Title:</b>	<input type="text"/>

Answer each of the following questions by circling the appropriate letter.

1. The Brieser Safety Director will monitor operations to assure compliance with applicable \_\_\_\_\_ and local safety regulations.
  - a. MSHA
  - b. NIOSH
  - c. NSC
  - d. OSHA
2. Despite what the organizational chart states, who is ultimately in charge of your safety?
  - a. Company President
  - b. Safety Director
  - c. Foreman
  - d. You
3. Employees involved in a work-related incident, regardless of injury, are required to fill out and sign an Accident/Incident Report Form.
  - a. True
  - b. False
4. All PPE must be inspected by the employee prior to each use. Replace lost or damaged equipment. Protective clothing and PPE are provided by Brieser Construction Co. and must be worn in specific areas and when performing specific tasks. PPE will be issued upon employment and will be replaced with the return of the used or worn-out PPE. The purchase of safety toed boots and prescription safety glasses are the responsibility of the employee.
  - a. True
  - b. False
5. Brieser Construction does not enforce the NASAP & DOT drug and alcohol policies.
  - a. True
  - b. False
6. At the end of your New Hire / Orientation class you are asked to sign a form stating you understand and will follow all the rules and procedures within this policy.
  - a. True
  - b. False

## Job Descriptions Learning Exercise

### Answer Sheet

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