Day&Zimmermann NPS®

We do what we say.®

Employee Orientation
&
Work Rules Package

APPROVED BY _____

DATE: _____9/18/07_____

DAY & ZIMMERMANN NPS®
EMPLOYEE ORIENTATION

Welcome! We hope that your employment at this project will be safe, pleasant, and productive. We will make every effort to provide a good working environment. Your interest and cooperation are essential to its continuation.

SAFETY FIRST

Safety is everyone's responsibility—**including yours.** By that we mean it is first and foremost **your** responsibility to work safely. This is not only for your own personal welfare, but also for the welfare of your family and co-workers. A good company and plant safety record begins with **your** safe work practices. Working safely is an expectation and requirement of every employee—and it is the single most important expectation of a skilled, experienced union tradesman. Our customers expect efficiency, quality, and productivity from our services. However, first and foremost, they expect us to work safely. **A safe job is also a productive one.** Therefore, working safely helps us achieve our customer's expectations.

COMPANY BACKGROUND

Day & Zimmermann NPS® (DZNPS) is one of the leading union-labor, project-delivery contractors solely dedicated to performing a full array of maintenance, modification, and construction services at nuclear and fossil-fired power plants nationwide. To sustain leadership in our industry we:

1) Promote a culture of safety and quality
2) Employ union craft labor
3) Train and rely upon our site supervisors and foreman
4) Always seek opportunities to improve, and
5) Make good on commitments made to our customers.

We encourage your contribution to improve our safety, quality, and efficiency. We rely on you to be accountable and responsible tradesmen.

We recognize that our business revolves around relationships between individuals. Hence, each employee is expected to respect the opinion and dignity of our customer and his or her peers, subordinates, and supervisors.

EXPECTATIONS OF OUR CUSTOMER

Our customer strives to maintain the plant in excellent condition. They expect DZNPS and the building trades we employ to support their efforts to sustain excellence.

Specific expectations which the plant management holds us accountable for includes:

1) Making safety priority one
2) Quality – maintained through the tradesmen's work, not by relying on inspection oversight.
3) Work Standards – professionalism. Leave a work area better than you found it.

4) Questioning Attitude – when in doubt, stop and get clarification.
5) Communications – practice two-way communication to enhance clarity and conciseness. Report events and status of work immediately. Provide updates of work in progress routinely.
6) Pre-Job Briefs – conducted for each job, every day.
7) Post Job Critique – conducted when appropriate to gather lessons learned and share with others.
8) Costs/Schedules – are primary concerns although safety is more important. Know what your schedule is. Know how much time you have to perform your work. Plan your work to meet your schedule. If you need assistance ask for it.
9) Team Work—is essential to success. Working effectively and harmoniously with others is an expectation and a requirement of the job. It also makes the work much easier.
10) Human Performance—like teamwork, affects all of us. Practice self-checking techniques.

PROJECT / SITE INFORMATION

Site Collective Bargaining Agreement

DZNPS is working under the terms of either a national or local agreement. If you have any questions about our compliance with the agreement, please contact your supervisor.

Your Responsibility as a Member of the Building Trades

You are not only a DZNPS employee; you are also a representative of the Building and Construction Trades. Your professionalism on the job reflects well on your local union and on those who will follow your work at the Plant. If you work professionally at all times, you will help DZNPS and your local unions secure additional work at the Plant. Likewise, lack of professionalism detracts from the reputation of the trades and makes it more difficult to sell the building trades as the preferred source of skilled and productive support for the Plant.

GENERAL INFORMATION

You and Your Job

As an employee, you have rightful expectations of DZNPS, including:

- A safe work environment
- Timely and accurate pay
- Compliance with the terms of the Collective Bargaining Agreement
- Respect for you as an individual
- Equal opportunity
- Clear and effective communications

DZNPS also has expectations of you, including:

- Working safely – mindful of your safety and the safety of others
- A fair day's work – every day
- Report to work regularly and on time

- Perform work of high quality—conforming to specifications
- Always use common sense in the execution of your work
- Respect the rights and the property of others
- Comply with work rules and procedures

Communications

Two-way communication—between you and the company—is essential to a productive work environment.

From the Company - DZNPS will keep you informed about the project, the Owner's operations that affect your work, plans for the future, policies, and general information.

From the Employee - We want you to communicate your questions or inquiries about job related issues or your suggestions for improvement. Please communicate through your foreman or general foreman.

Security

To maintain project security, all employees entering and leaving the project may be subject to inspections of lunch boxes, packages, and bundles at the request of the security guard or as prescribed by the Owner's security program. Employees may also be requested by the guard to empty their pockets at any time while they are employed on the project. Any vehicle entering or leaving the project is also subject to inspection. *(Refusing to allow such inspection is grounds for disciplinary action, up to and including immediate termination.)*

Fitness for Duty (FFD)

For your protection and the protection of others, to protect company and plant equipment, and to provide a safe working environment, DZNPS maintains strong programs promoting the following: (1) Fitness for Duty (FFD), (2) high standards of personal conduct, (3) compliance with applicable laws and regulations, and (4) compliance with the Owner's plant standards and procedures.

It is the policy of DZNPS that the unlawful manufacture, distribution, dispensing, sale, promotion, possession or use of a controlled substance by employees is prohibited at any time whether on or off company property or any work site. To assist in the enforcement of this policy, the Company has adopted a chemical screening program as a condition of continued employment. Generally, DZNPS follows the program requirements prescribed by the plant owner. You will be subject to the program and to any penalties which may be levied for failure to comply with it.

Chemical Screening – Where the Company or Owner has reasonable cause to suspect the use of illegal (non-prescription) drugs, the abuse of prescribed medication, or the illegal use of any controlled substance, the Company will ask the involved employee to submit to a "for cause" chemical screening (urinalysis testing). DZNPS reserves the right to require "post accident" chemical screens and to conduct "random chemical screening" in addition to the plant owner's program. *(Failure to submit to a post accident, random, or "for-cause" chemical screening may result in disciplinary action up to and including termination.)*

Advisory – At nuclear generating facilities or at other locations where plant access is governed by Fitness for Duty (FFD) rules, the company will not reward referrals or employees for failing FFD testing. Accordingly, if an employee fails FFD testing and is notified of such in the first three days of employment, the employee will be terminated without pay for any time on-site *(in accordance with State laws and statutes)*. If for no fault of the employee, notice of an FFD failure is not made within three days, the employee will be terminated and paid for hours on-site in excess of the first three days.

Safety Reporting Requirements

Reporting accidents is an essential part of a rigorous safety program. Full and complete reporting is required for accidents, near misses or undesired events, even if they do not result in injuries. The reasons we require stringent reporting requirements are to heighten awareness and to obtain early indications of unsafe practices – before an injury occurs. REPORT ALL ACCIDENTS, INCIDENTS, AND NEAR MISSES, NO MATTER HOW SMALL, TO YOUR SUPERVISOR.

Remember, 90% or more of all accidents occur because someone did something unsafe. Often, we tend to concentrate on unsafe conditions – a broken ladder or a frayed cord – but someone has to use the cord or the ladder for an accident to occur. Reporting incidents, near misses and injuries helps remind us all to work safely. Practice self-checking techniques.

Personal Safety Measures / Protective Equipment

All employees must wear certain personal protective safety equipment on the project site to prevent or minimize the possibility of injury and to comply with the Owner's work rules. Refer to the DZNPS Safety Manual for detailed safety regulations and safe work rules.

Vehicle Safety

Operate vehicles on the job site only when directed by your supervisor. When operating a motor vehicle, wear your seat belt and require passengers to do the same. Observe posted speed limits and practice safe driving procedures. Comply with all project / job site parking regulations.

Section 211 of the Energy Reorganization Act of 1974 (Applicable to Nuclear Sites only)

As an active or former employee of DZNPS you have the right and responsibility to bring to our attention any nuclear safety or quality concerns without fear of reprisal. We commit that you will suffer no retaliation or discrimination from DZNPS for raising safety or quality concerns. We request that you immediately notify DZNPS or Plant management / supervision, or the DZNPS or Plant Employee Concerns Program (ECP) with your concern. You also have the right to direct your safety or quality concerns to the Nuclear Regulatory Commission (NRC). Our ECP Manager will notify the customer / utility as appropriate when a safety or quality concern is filed pursuant to Section 211 of the ERA.

EMPLOYMENT INFORMATION

Equal Employment Opportunity

DZNPS' Equal Employment Opportunity policy affirms that we will not discriminate in regard to race, color, religion, sex, age, national origin, citizenship, marital or veteran status, sexual orientation or gender identity. DZNPS will not discriminate for employment because of a mental or physical disability with respect to any position in which the employee can perform the essential functions of the position with or without reasonable accommodation.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against persons with disabilities in hiring, as well as in all terms and conditions of employment. Employers are required to provide reasonable accommodation in the job application process to enable a qualified applicant to perform the essential functions of the job he or she is seeking, and to enable an employee with a disability to enjoy the benefits and privileges of employment enjoyed by employees without disabilities. In order for a person to obtain the protection offered by the ADA, an individual must have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or be regarded as having such an impairment. We need your assistance to help us ensure proper accommodation that may impact on your ability to take a required test or perform essential job functions.

You are not required to disclose information about any physical or mental limitation, whether or not you believe it will interfere with your capability to perform the essential functions of the position sought or held. On the other hand, if you want the Company to consider any special arrangements to accommodate a physical or mental impairment, you may identify that impairment and suggest the type of accommodation that you believe would be appropriate by contacting your immediate supervisor or Human Resources representative.

Harassment

DZNPS is committed to providing a work place free of harassment based on race, color, religion, sex, age, creed or national origin. DZNPS strongly disapproves of and will not tolerate harassment of employees by co-workers, managers or supervisors.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters, cartoons, or similar conduct.

You should report any incident of harassment, including work-related harassment by any company personnel or any other person, promptly to your supervisor or manager (or to any other member of management), or to the personnel manager who is responsible for investigating the matter.

Every complaint of harassment that is reported to your supervisor or the personnel manager will be investigated thoroughly, promptly, and in a confidential manner. In addition, DZNPS will not tolerate retaliation against any employee for making a complaint to his or her supervisor, the personnel manager, or to any other manager.

Records of Employment

Please make sure you fill out the in-processing paper work accurately so that your pay records are handled correctly.

Personnel files are confidential. Information in these files will not normally be released to anyone outside the Company without your authorization. Contact the Payroll office if you have any questions concerning the release of personnel information.

Your Pay

Payday & Pay Period – You will receive your pay on Wednesday before the end of the shift for the preceding payroll period. The payroll period begins at the start of the day shift on Monday and continues through the end of the third shift the following Sunday *(unless otherwise noted)*.

If you are absent on payday, your check will be held at the project payroll office for you to pick up until the next payday. If you have not picked up your check by this time, it will be mailed to your last known address. No other person may pick up your check for you without your written permission.

Payroll Deductions – Deductions for social security, federal and state taxes are withheld from your check as required by law. To change federal or state withholdings you must complete new Federal W-4 and State Withholding Tax forms.

When completing your W-4, consider your deductions carefully as it is difficult to change your tax status. We will accommodate changes to your W-4 in accordance with IRS and applicable state tax regulations.

CONSIDER YOUR TAX STATUS NOW AND FILL OUT THE W-4 ACCORDINGLY. HELP US HELP YOU BY FILLING OUT YOUR W-4 CORRECTLY THE FIRST TIME!

If you are not a resident of the state you are working in, DZNPS is required by law to make state tax withholdings for your state of residence (if applicable) and for the state you are working in (if applicable). The project payroll office can provide you with the appropriate State Tax forms.

A Word About Garnishment of Wages – If the Company receives notice from competent authority to garnish your wages, we will do so as required. Normally, such notice is sent directly to our corporate offices; so you will not receive advance notice. Also, we cannot terminate, layoff or take other actions to assist you in circumventing garnishments.

DAY & ZIMMERMANN NPS®
WORK RULES PACKAGE

This project requires that certain basic rules be established for the mutual benefit of you, the Company and the Owner. Your familiarity with and observance of these rules, and such others as may be established for this project, is your obligation and will contribute to a successful project. Please review carefully the **Project Work Rules, Jobsite Safety Rules** and **Site Specific Rules,** then **sign** to acknowledge you have **read** and **understand**. These rules are not to be considered as limiting or restrictive in nature.

PROJECT WORK RULES

1. Parking Facilities and Access to Project

a. Vehicles will be parked only in the designated area(s). Vehicles parked in unauthorized areas are subject to be towed at your expense.

b. Any vehicle entering controlled project areas must display the proper permit or present appropriate evidence of the right to do so, and shall be subject to inspection and search.

c. Vehicles anywhere in the project, its roads and parking areas, shall be operated in a safe and careful manner, and drivers will comply with all traffic regulations and controls established for the project. Drivers must have a valid driver's license in their possession.

d. Neither DZNPS nor the Owner will assume any responsibility or liability in connection with the use of the lots or any access roads, including any damages due to but not limited to damages resulting from stack fallout, vandalism, painting, or weather.

e. You will enter (and exit) the project only through your specified gate.

2. Hours of Work

You are required to work the days and hours assigned by DZNPS. The days and hours of work may be changed under certain circumstances, and in accordance with the applicable Labor Agreement. Overtime and shift work may be established as required by the progress of the work.

3. Starting and Quitting

a. Employees shall be at their place of work (as designated by DZNPS) at the starting time and shall remain at their place of work performing their assigned functions until quitting time.

b. Upon entering and leaving the project, all Company employees are required to clock-in or sign a gate log. No employee may for any reason, clock-in or sign-in for another employee.

c. You are expected to be at your place of work, as designated, such as gang box, change room, equipment room or where foremen issue instructions to their crews, ready to start work at the designated starting time and shall remain at your place of work until the start of the lunch period. At the end of the lunch period you will promptly return to work and you will remain there until quitting time.

d. Should you find it necessary to arrive late or quit early, notify your supervisor when you arrive or before you leave. You must clock or sign-in or out on the gate log at the appropriate time.

e. We need you on the job every day. Our work is cyclical and often tied directly to plant shutdowns. When you are not on the job, your absence seriously interferes with job performance and delays the work of others. If you have to be absent from work, you are required to notify you supervisor or the payroll office as early as possible with the reason you will not be at work and your expected date of return.

   The definition of absence includes both late arrivals and early quits. The following absences are excusable when there is prior documented approval by the Site Manager:

   i. Required military training (must have military documentation)
   ii. Jury Duty and subpoenaed witness
   iii. Vacation (only if workload allows)
   iv. Early out to vote
   v. Short term hospitalization (no more than 2 weeks)
   vi. Time off due to injury on the project

   If an employee is absent for any medical reason (e.g., doctor's appointments, dental appointments, etc.) and provides a statement from the physician the day he/she returns to work, the absence will be excused. (Note: Canceled checks and doctor's appointment cards are not acceptable. Only doctor's statements will be accepted for the employee's illness.)

   In the event of a death of a family member, time off without pay will be granted upon notification to the payroll office within 24 hours of initial absence. Three (3) working days will be excused for immediate family members. Additional days off may be granted by the Site Manager when extenuating circumstances exist, such as long distances to travel. Immediate family members include:

   i. Your parent, stepparent, foster parent, parent-in-law or a parent of your domestic partner
   ii. Your sibling or stepsibling
   iii. Your spouse or your domestic partner
   iv. A sibling of your spouse or your domestic partner
   v. Your child, stepchild, or a child of your domestic partner
   vi. Your grandparent or grandchild
   vii. A relative or friend who resides with you

   Excused absence is granted for union officials to conduct union business if prior notice is provided. A letter from your union business agent or manager is required.

f. You may not enter the project or remain on the project site for any purpose unless you are on duty, scheduled for work or otherwise engaged in authorized DZNPS business.

g. Excessive absenteeism or tardiness is a severe violation of DZNPS work rules and any unexcused absence may result in immediate disciplinary action, up to and including termination.

4. Equipment, Tools and Personal Property

a. Tools and equipment will be issued on a badge check or other system.

b. No tools, equipment or materials will be permitted off the project, unless accompanied by a properly executed material removal pass.

c. Bringing personal tools onto the project must be cleared through the proper channels for inventory. A receipt of the inventory must be presented to obtain a properly executed material removal pass.

d. It is in your best interest to not bring items of value to the project. Neither the Owner nor DZNPS will accept responsibility for any lost, damaged and/or stolen items.

e. You will be issued Personal Protective Equipment (PPE) such as hard hat, safety glasses, and ear protection. You must wear this equipment properly (i.e.: hard hat with brim forward for face protection) and at all times where required.

f. Cell phones are not allowed in the work area. They are to be left in the change area and used only during break or lunch periods outside of the work area. Exceptions must be approved by the Site Manager.

5. Termination Clearance

a. Upon termination, you will be responsible for returning all tools, hard hats, safety glasses, and other items for which you signed.

b. A termination Clearance Slip must be completed and presented to the superintendent.

6. Quality

a. <u>Quality is everyone's responsibility!!</u>

b. It is the responsibility of all persons on this project to perform their jobs in a manner, which yields the high quality workmanship required by the specification, the Owner and DZNPS.

c. Due to the importance of producing a quality job, we ask all of you to be alert to any action or condition, which appears to violate specifications, drawings, or procedures. If you become aware of this in your work or in the work of other DZNPS employees or subcontractors, you should report this to your foreman and/or DZNPS supervisor.

7. Housekeeping

a. Good housekeeping, which is essential in order to maintain a safe and efficient project, is your responsibility. Your work area must be kept in a safe, neat and clean condition throughout, and at the end of your shift.

b. All areas, stairways, walkways, lavatories, and change rooms shall be kept clean, orderly and clear of debris and obstructions at all times.

c. Where provided for, properly dispose of recyclable materials in the correct receptacles.

8. Safety and Health Rules

a. Safety is everyone's responsibility.

b. The project safety rules are an integral part of the jobsite rules and regulations and must be observed and followed by you at all times. Read, understand and follow the safety rules included in this hire-in package. It is your responsibility to work to these rules and to correct, if possible (or report, if necessary), any persons who are not following these rules, to protect your fellow employees and yourself. The safety rules presented in this guide are general in nature. Refer to the DZNPS Safety Manual for further guidance. A copy of the DZNPS Safety Manual is typically issued to the DZNPS Site Manager or Superintendent as applicable.

c. Drinking water is available at all times. Where fountains are not furnished, water containers will be provided with disposable drinking cups. Used cups will be disposed of in the containers provided and will not be thrown about the project.

d. Adequate sanitary facilities have been provided. We request your cooperation in maintaining these facilities in a clean and orderly condition.

e. All injuries, no matter how minor, must be immediately reported to your DZNPS Supervisor, who will ensure that the proper Incident Reports are completed at that time.

f. Report any unsafe, hazardous, or unusual conditions or practices immediately to your foreman or supervisor, so that preventative action can be taken.

g. Rain coats and boots are supplied to you by DZNPS where the conditions of the job being performed require them. They remain the property of DZNPS or the Owner and are not to be worn or taken off the project without written authorization.

9. Smoking

a. Smoking will not be permitted in certain areas as noted in the Site Specific Rules, or where posted as a no smoking area.

b. Butts will be disposed of in the proper receptacle. Tossing butts on the ground is not acceptable.

10. Security

a. All persons entering or leaving the project are subject to the Owner's Security regulations, rules and procedures. You and your vehicle, parcels, bags, articles and boxes are subject to search, as may be determined by security.

b. DZNPS has established other forms of identification (such as decals, tape, or color-coded hard hats) to distinguish DZNPS employees and/or the various types of DZNPS craft personnel. These will be worn as directed and may not be removed, defaced or altered.

c. Visitors will not be permitted access without proper authorization.

d. No pets or other animals will be permitted on the project.

e. Cameras are prohibited from the project without the specific written permission of the Owner.

f. No firearms or weapons will be permitted on the project.

g. Project Bulletin Boards will be located in conspicuous places on the project. These boards will have posted on them safety rules, regulations and notices. Federal and State employment notices and notices of matters affecting employees will also be posted. Only Owner or DZNPS authorized notices are allowed on these project bulletin boards.

11. Drug and Alcohol

a. Anyone found in possession of, consuming, or under the influence of substances, which alter, mental capacity (such as drugs, marijuana, alcohol, etc.) will be terminated and immediately removed from the project.

b. An employee involved in an injury or near-miss incident shall be subject to for-cause drug/alcohol testing.

c. If this site has a Fitness for Duty Policy in effect, additional requirements regarding drug and alcohol will be included in this hire-in package.

12. Penalties for Violation of Work Rules, Regulations & Jobsite Safety Rules

This is not intended to be an all-inclusive list of rules and regulations. It represents only the basic project work rules. They may be amended in the future, thus, there can be other reasons for discipline or discharge. Where work rule infractions also involve violations of the law, violator will be subject to prosecution.

CATEGORY ONE – One violation of the following type may lead to immediate termination and prohibit an individual from being rehired by DZNPS.

a. Willful or grossly negligent violation of security rules
b. Willful or grossly negligent violation of safety, quality or radiological rules
c. Observed use, possession or sale of illegal drugs or alcohol on Owner or DZNPS property
d. Refusal to accept for-cause D/A testing following injury/near-miss involvement
e. Theft of property
f. Acts of sabotage
g. Willful damage or mutilation of property

h. Possession of firearms or other weapons, ammunition, explosives or incendiaries (unless permit issued by Owner)
i. Gross insubordination
j. Assault or battery on any personnel
k. Picking up or leaving another employee's time card, brass or other identification
l. Falsification of records (such as social security number, name, quality control documents or other)
m. Use of company equipment for non-business related purpose (e.g. computers)
n. Solicitation or distribution of literature on Owner's property during working time
o. Unauthorized possession or removal of Company, Owner or other employee's property
p. Any behavior, past or present, or threat of future behavior which prevents the employee from gaining access to the work site because of reciprocal prohibition by the Customer or Owner
q. Harassment, either sexual or of another nature, of company employees, employees of the Client, the Owner or another company, or of other individuals on the project site
r. Any Category Two (2) violation occurring within one year of any other Category Two (2) violation

CATEGORY TWO – One violation of the following type may lead to suspension and/or termination. Length of suspension or termination will be at the discretion of the DZNPS Site Manager.

a. Negligent violation of safety, quality or radiological rules not considered in Category One (1)
b. Negligent violation of security rules not considered in Category One (1)
c. Insubordination
d. Refusal to accept work assignment
e. Leaving work place and/or project without supervisor's authorization
f. Engaging in horseplay
g. Fighting on the project
h. Sleeping during your working hours
i. Eating, drinking or smoking in areas where they are prohibited
j. Gambling on project
k. Absence for two (2) consecutive work days without proper notification to DZNPS or excessive absenteeism
l. Defacing site or buildings
m. Intimidating or interfering with other project personnel
n. Refusal to participate in safety meetings or training, or to follow prescribed safety requirements or procedures while working
o. Failure to report injuries
p. Unauthorized use of mobile/cell phones during working hours
q. Any behavior which violates the Owner's procedures or work rules or which undermines the reputation, standing or favorable perception of the Company by the Owner
r. Any Category Three (3) violation occurring within six months of any previous Category Three (3) violation

CATEGORY THREE – One violation of the following type may lead to a written reprimand, and if repeated may result in suspension and/or termination.

a. Violation of safety, quality, radiological or security rule, when not considered in Category One (1) or Two (2)
b. Cooking or heating food on project except where authorized
c. Unsatisfactory work
d. Gathering for drinking coffee or eating at other than authorized time or place
e. Late starts, early quits
f. Loafing on project
g. Poor and/or irregular attendance, including excessive tardiness
h. Littering
i. Misuse of tools, equipment or facilities

JOBSITE SAFETY RULES

1. General

a. Safety is every employee's responsibility. These safety rules will be supplemented with additional requirements and instruction you will receive during indoctrination and/or instructions from your supervisor or foreman. Safety rules are an integral part of DZNPS' Safety Program and shall be observed and followed by all employees. Additional safety rules and specific procedures can be found in the DZNPS Safety Manual. A copy of the DZNPS Safety Manual is typically issued to the Site Manager or Superintendent as applicable.

b. Hard hats shall be worn correctly throughout the entire jobsite at all times, with the following exceptions when conditions permit:

   1) Main office, change building, authorized eating areas and between the parking lot and the main office.

   2) Hard hats shall be worn brim forward unless used with certain attachments and contain only company-approved stickers or labels.

c. Employees shall be fully clothed at all times – fully clothed means the wearing of full-length trousers and a shirt that completely covers the back, chest and shoulders. Muscle shirts, tank tops or any shirts with inappropriate graphics or slogans are prohibited. **ALWAYS WEAR GLOVES** when the hands or fingers are subject to impacts, cuts or pinches from the work operation.

d. If the jobsite work rules allow standard shoes, work shoes shall be in good condition and with hard soles. Canvas top or equivalent soft-top shoes are not acceptable for use in the work area. If safety shoes are required for work on this site, they shall be safety-toe footwear meeting ANSI Z41 Classification 75.

e. Report any unsafe, hazardous or unusual conditions to your foreman or supervisor so that corrective action can be taken to prevent incidents.

2. Personal Protective Equipment

a. Safety glasses with side-shields shall be worn at all times when hard hats are required. Monogoggles are an acceptable alternative for safety glasses. Face shields shall be ADDED AND WORN when using jackhammers, grinding wheels, abrasive saws, chisels, star drills or any other tool, which may fragment and expose the face and eyes to injury. Monogoggles provide a barrier against foreign material reaching the eye by going around the safety lens and shall be worn when exposed to airborne particles such as fly ash.

b. Hearing protection shall be worn when in an area identified as a required hearing protection area AND also when operating equipment such as chipping guns that cause noise levels above 85 dBA.

c. Respirators will be provided by DZNPS when required and must be used in accordance with DZNPS procedures and instructions.

d. "Active" fall protection equipment (i.e., full body harness, lanyards, and retractable lanyards) will be provided by DZNPS as required and shall be used in accordance with DZNPS procedures and instructions.

3. Personal Activity

a. All incidents or injuries, no matter how minor, must be reported immediately to your DZNPS Supervisor, who will ensure that the proper Incident Reports are completed at that time. First aid, outside medical aid and ambulance service is available as required.

b. Walk, do not run, except in the event of an emergency. When using a stairway, keep to the right, use the handrail and take one step at a time.

c. Fighting, horseplay, throwing objects and distracting the attention of fellow workers are prohibited.

4. Tools and Equipment

a. Safety devices and guards are for your protection. Never operate tools or other equipment unless they are in place.

b. Do not use metal-framed electric-powered tools without ground-fault circuit interrupter (GFCI) protection. Do not use double-insulated tools in wet or raining conditions without GFCI protection.

c. Never use defective chisels, hammers, punches, wrenches or other defective tools. Worn or damaged air hoses and electrical cords shall be tagged "DO NOT USE" and returned to the tool room for replacement.

d. Always use the proper ladder for the job. Straight and extension ladders shall be tied off at the top and secured at the bottom before performing work. Stepladders shall be used only as designed, fully open and locked. The rungs shall be used for climbing. Never stand on the top two rungs. Wooden "job made" ladders must be constructed to comply with OSHA Standard 1926.1053.

5. Welding, Burning, and Cutting

a. A Fire Watch is always required for activities such as metal welding, burning, or cutting that are expected to generate sparks, slag, or an open flame. Refer to the site Fire Protection Program personnel, manual, or requirements to determine if a dedicated Fire Watch is necessary.

b. Use flash screens when welding or air-arcing in areas used or traversed by other people. When welding, burning, or cutting overhead, use WeldGuard material to prevent sparks and hot slag from dropping down on people or equipment below.

c. Gas cylinders shall be kept upright at all times and shall be secured from falling when at the work location or in storage. Valve protection caps shall be installed when cylinders are being moved, transported or in storage. Oxygen cylinders shall be separated from fuel-gas cylinders by at least 20 feet or by a 5-foot high non-combustible barrier.

6. Housekeeping

a. Good housekeeping is your responsibility. Keep your work area and tools orderly.

b. Maintain clear aisles and access to all work areas, never place equipment or tools on stairs or plant equipment, and keep clear access to exits and to safety equipment.

c. Promptly report and eliminate all slipping hazards, which are a major cause of injuries. Snow and ice, water, oil and grease, fly ash and coal dust can create hazards requiring personnel warning and prompt correction.

d. Keep material, tool boxes, tools and equipment in a stable position to prevent rolling or falling, and keep them neat and workmanlike.

e. Tie up hoses, electrical wires and welding leads as required. Allow work and walk areas to remain clear. Use only non-conductive ties on electrical cords. Light bulbs on extension cords and on temporary wiring must have guards to protect against bulb breakage.

7. Special Activities

a. You may be asked to work on Special Activities. DZNPS has developed special procedures for performing work such as asbestos abatement, lead paint removal, confined space work and protection against falls or arsenic exposure. You will receive additional training in their safety requirements before being asked to do this type of work.

b. Employees shall not operate any valves, electrical switches or machinery that are part of station property without obtaining the required tagging approval and operating instructions from the Company unless the equipment has been designated for the Contractor's exclusive use and tagged properly.

Day&Zimmermann NPS®

We do what we say.®

This is to certify that I have received, read and understand the DZNPS Project Work Rules and Jobsite Safety Rules.

_____
Name (please print)

_____
Employee Number

_____
Signature Date

NOTE: Ensure that both the Employee and File Copies are signed.

EMPLOYEE COPY

Day&Zimmermann NPS®

We do what we say.®

This is to certify that I have received, read and understand the DZNPS Project Work Rules and Jobsite Safety Rules.

_____

Name (please print)

_____

Employee Number

_____

Signature Date

NOTE: Ensure that both the Employee and File Copies are signed.

FILE COPY

DAY & ZIMMERMANN NPS
EMPLOYEE PROJECT WORK RULES
VIOLATION REPORT

EMPLOYEE NAME: _____ **EMPLOYEE SUPERVISOR:** _____

EMPLOYEE NUMBER: _____ **PERSON COMPLETING FORM:** _____

DATE OF VIOLATION: _____ **TODAY'S DATE:** _____

Category of Violation: ☐ **One** ☐ **Two** ☐ **Three**

Previous Violation: ☐ **YES** ☐ **NO** **If yes, provide category, date and result(s):**

Description of Violation:

Employee Statement:

Name: **Signed:** **Date:**

Warning / Decision:

Name: **Signed:** **Date:**

I have read and understand the above warning / decision.

Employee Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____

Site Manager Name: _____ Signature: _____ Date: _____

cc: Employee, Employee File, Supervisor

1827 Freedom Road, Suite 101, Lancaster, PA 17601 Telephone: 717-481-5600. Fax: 717-481-5615