

Exhibit D

Balfour Beatty

Subcontractor Safety Requirements

Purpose

Balfour Beatty (BALFOUR BEATTY) will achieve its Zero Harm goals by providing a safe and healthy work environment for our subcontractors, vendors, consultants, customers, and employees. BALFOUR BEATTY will make every effort to protect the public and our environment from any negative impact associated with our business and will not sacrifice the safety of people for the sake of production or monetary gains. Accident prevention requires:

- proper planning,
- on a project organized to be safe,
- a workforce fit for duty.

This Exhibit is organized accordingly.

This Exhibit applies to all U.S. BALFOUR BEATTY projects and all subcontractors, vendors and consultants (collectively referred to in this Exhibit as Subcontractor) employed by Contractor must comply with the requirements outlined in the Exhibit. Each individual project may have added safety requirements attached as an addendum. Violations of any requirement in this Exhibit or addendum are grounds for disciplinary action up to termination. **It is the responsibility of any sub-contractor who uses lower tier subcontractors to ensure compliance with the rules and the safety requirements of the project.**

This Exhibit is not a total safety program or plan. This exhibit explains where BALFOUR BEATTY exceeds OSHA 1926 standards and most state programs. Besides the requirements in this exhibit, subcontractors must comply with all federal, state, local laws including environmental laws, as well as the BALFOUR BEATTY SH&E Program. Subcontractors that create spills, discharge pollutants, or cause damage to any environmental Best Management Practices will be held responsible for their actions. In addition, BALFOUR BEATTY requires full compliance with manufacturer's instructions for materials, tools and equipment. Where safety requirements conflict, Subcontractor will follow the more stringent requirement.

BALFOUR BEATTY reserves the right to suspend or remove any worker or subcontractor or lower tier subcontractor from any project for failure to comply with safety requirements.

I. PROPER PLANNING

A properly planned, safe site requires analysis of hazards, and addresses specific known hazards like OSHA Fatal Four. This section discusses how safety planning works generally on BALFOUR BEATTY jobsites, and how each subcontractor must plan for these commonly known hazards.

Long and Short Term Work Planning

Subcontractors must create a Job Hazard Analysis (JHA)/Activity Hazard Analysis (AHA) for each major task, hazardous task, or non-routine process associated with their work. J/AHA's shall be

submitted to the designated BALFOUR BEATTY representative before starting each phase of work and must be reviewed with the crew before starting work each morning.

Every day before starting work, Subcontractor must develop a Pre Task Plan (PTP) that includes every anticipated task for the day and discuss the PTP with each crew, and then document the PTP using the standard BALFOUR BEATTY PTP Form. Subcontractors may use their own company PTP form if approved by BALFOUR BEATTY SH&E Director. If a task for the day changes, the PTP must be updated with new tasks.

Common hazards, including Fatal Four (falls, struck-by, energized systems, crush/caught between)

Fall Hazards

Fall Protection

No one may work if exposed to a fall of greater than six feet without fall protection that *prevents or arrests* a fall. There are no exceptions. This includes ladders, scaffold erection/dismantling, truck beds, steel fixing, and crane assembly/disassembly.

Ladders

- **Work Ladders** – Whenever possible, workers will use work platforms instead of work ladders. When work ladders are the only option, fall protection is required when the worker is at a standing height greater than six feet above the adjacent surface. Use ladders rated “ANSI Type I – Heavy Duty Industrial – 250 lbs.” or greater capacity. Secure straight work ladders (including extension ladders) mandate a spotter to hold the ladder when in use.
- **Access Ladders** - A fall protection system is required for access ladders (including scaffold access ladders) where the top landing is greater than twenty feet above the adjacent surface. A ladder will only be used as primary access under a limited needs basis. Scaffold stairs shall be used to access elevated work areas when it is the primary access to an area.
- **Platforms** – All platforms over 24 inches shall be equipped with guard rails on all sides.

Scaffolds

On Work Platforms (e.g. scaffolds), workers must have fall protection that *prevents or arrests* a fall where they would otherwise be exposed to a fall of greater than two feet. A Work Platform is an elevated platform providing worker access from which tasks (unrelated to the work platform) are carried out. Work Platforms include --but are not limited to -- all supported and suspended scaffolds, rolling and “Baker” scaffolds, walkways and bridges between scaffolds, and aerial lifts.

A fall protection system is required for access ladders (including scaffold access ladders) where the top landing is greater than twenty feet above the adjacent surface.

Aerial Lifts

All aerial lifts (boom or articulating) must have an occupant crush protection feature.

Struck-by Hazards

Lifting Operations

Cranes fabricated/erected on site must have a third-party crane inspector on site during the fabrication, assembly and erection. Cranes delivered to site ready for work must provide a current annual inspection performed by a third party. All crane operators must have, a CCO, NCCCO or equivalent certification. Operators must have had a drug test within 7 days of arrival to the project site.

Anti-collision systems will be fitted on all cranes for projects with multiple tower cranes in use. Where there is potential for the crane to contact an adjacent structure, or where there is potential to over sail public areas, sensitive environmental areas, or electrical power sources, the crane shall also have zone control. All cranes shall have an external warning light that goes into alarm any time the anti-collision or zone controls are disabled.

Heavy Equipment / Forklifts

Only authorized people shall operate heavy equipment on BALFOUR BEATTY projects, and BALFOUR BEATTY requires functional bi-directional alarms on heavy equipment. **Vehicles and equipment reversing must have their windows open.** Subcontractors are fully responsible for maintaining safe working distances between workers and their equipment. Subcontractors will provide certified flaggers, fencing or barriers as needed to ensure a safe work area.

Forklift operators cannot “free hoist” materials, tools or equipment with a forklift. All forklift operators must pass the BALFOUR BEATTY “Forklift-Telehandler Operator Evaluation” before working.

Controlled Access Zones (CAZ)

Each Subcontractor conducting overhead work will provide an exclusion zone, consisting of a barrier that clearly makes all persons aware of the work area above and restricts access. This exclusion zone will be erected below the area where overhead work is being performed. Only authorized persons will be allowed within this zone. Safety signage will be placed on the barrier to warn of the potential overhead hazard. Dependent on site specific conditions, spotters may be required to be used to help keep persons out of the designated exclusion zone areas.

Mechanically elevated work platforms (MEWPS) shall have the same CAZ consideration that prevents persons from being stuck by falling materials or caught between adjacent surfaces or other equipment.

Any person/persons working on a building exterior must always maintain a CAZ below their work. If working on a high-rise building perimeter (75 feet as defined by IBC), workers must tether all tools and materials.

Energized system hazards

Energized Equipment/Pressurized Systems

Work on energized equipment/pressurized systems (e.g. Electrical, Fluid, Air, Mechanical, etc.) is prohibited unless a plan is submitted to and authorized by a BALFOUR BEATTY executive or officer. Subcontractors must enclose or guard fan powered (VAV) HVAC Box heating coils to prevent contact with coils that may be totally or partially energized during testing and balancing. Only three wire extension cords rated for “hard” or “extra hard” usage are permitted and maintained in good condition.

Electrical rooms, switchgear rooms or closets that contain energized electrical gear shall be locked when they are un-occupied. No electrical panels, switchgears, motor control centers, ATS's, disconnects, etc. will be energized unless all panels, dead fronts, and all covers are in place. Signage should be placed on all energized electrical gear.

Electrical subcontractors will be expected to have a comprehensive plan for energizing equipment and circuits.

Crush / caught-between hazards

Excavations

Subcontractors must provide protective systems for excavations four feet or more in depth on BALFOUR BEATTY projects. Provide end plates on trench boxes, unless an “acceptable” alternate plan is authorized by the BALFOUR BEATTY SH&E Director or responsible SH&E Manager. Subcontractors working in excavations on a BALFOUR BEATTY project shall have a trench safety plan and a BALFOUR BEATTY “DIG Permit” before starting work.

Digging with heavy equipment within 24 inches of an underground utility is prohibited on a BALFOUR BEATTY project. Vacuum extraction is highly recommended.

Structural Precast

Prior to the start of erection, subcontractor must ensure a stamped, third-party, professional engineer (PE) peer review of the structural precast erection plan is submitted and reviewed by BALFOUR BEATTY.

II. PROJECT ORGANIZED TO BE SAFE

Safe project organization begins when a worker enters the job and receives a proper, mandatory orientation to BALFOUR BEATTY's program and to the site's unique hazards.

Orientations and Training

Site-Specific BALFOUR BEATTY Safety and Health Orientations are conducted for all subcontractor employees before starting work. A hard hat sticker or other means of visual verification upon completion will be provided. All workers new to the construction industry (less

than one year) and all temporary workers attending the BALFOUR BEATTY orientation will wear New Worker hard hat sticker.

Before entering a jobsite, all visitors must obtain permission from an authorized BALFOUR BEATTY representative, sign the BALFOUR BEATTY Project Visitors Log, receive a Safety Briefing, and wear appropriate Personal Protective Equipment.

Subcontractors must conduct a "Tool Box Talk" safety meeting at least once a week and all on-site subcontractor employees must attend.

Subcontractor supervisors must, at a minimum, have an OSHA 10-Hour Course completion card. Qualified Person (Employer) Certification is required for tools, equipment and activities such as Forklifts, Aerial Lifts, Powder Actuated Tools, Flagging, Rigging & Signaling, excavation/trenching, scaffold building, etc.

Incidents

All incidents, which include but are not limited to, injuries, utility strikes, property damage or near misses, shall be reported to BALFOUR BEATTY at the time that they occur. A complete report for any major events will be required within twenty-four hours of the occurrence.

Housekeeping

Subcontractors must pick up their trash and debris every day. Keep materials, tools, and storage areas neat and orderly. BALFOUR BEATTY reserves the right to back-charge any subcontractor that does not keep the project clean for expenses incurred to clean the work area.

HazCom Programs

Subcontractors shall submit copies of their M/SDS to BALFOUR BEATTY to be stored in a designated location. M/SDS shall be added to the inventory as chemicals are brought on site.

III. WORKFORCE FIT FOR DUTY

A worker fit for duty is properly trained, physically well and alert, and equipped appropriately.

Training

Subcontractor Supervisors must, at a minimum, have an OSHA 10-Hour Course completion card.

Subcontractors must ensure project workers attend a Weekly "Tool Box Talk". Subcontractors must maintain both subcontractor and BALFOUR BEATTY Tool Box Talk meeting information and attendance sheets in the project safety files.

Workers are provided with task-specific safety training and/or certifications as required by their supervisor and/or the SH&E Director for task assignments that may expose a worker to unfamiliar chemicals, tools & equipment or procedures.

Qualified Person (Employer) Certification is required for tools, equipment and activities such as Forklifts, Aerial Lifts, Powder Actuated Tools, Flagging, Rigging & Signaling, etc.

Drugs and Alcohol

Possession or use of drugs (regardless of state-specific laws) and alcohol are prohibited on all BALFOUR BEATTY projects; all subcontractors must have a plan that is substantially similar to that of BALFOUR BEATTY. BALFOUR BEATTY reserves the right to test any worker at any time upon reasonable suspicion of a violation of this policy. The BALFOUR BEATTY Drug and Alcohol Policy is available upon request from the BALFOUR BEATTY Project Manager or BALFOUR BEATTY Safety Director.

Distracted Worker

Actively using mobile devices such as cell phones within the limits of the project is prohibited while walking or operating a motor vehicle or equipment, except when used to guide operations. Music and/or entertainment devices are prohibited.

Working Alone

Work is not permitted by an individual without line-of-sight or within earshot of another unless another plan for maintaining contact/rendering assistance is approved by BALFOUR BEATTY.

Personal Protective Equipment

Workers must wear safety glasses, hardhats, shirts with sleeves, gloves, long pants, work boots/shoes and hi-visibility vests/shirts. Welding hoods will be worn with hard hats. Chain saw use requires chaps, hearing protection, face shields, and gloves. Foot covers will be worn with tamper-style soil compactors and jack hammers. BALFOUR BEATTY has a strict 100% glove use policy; all persons on BALFOUR BEATTY sites must wear gloves regardless of the task or reason for visit; workers who need task-specific gloves must wear them, appropriate to the task and/or manufacturers' recommendations.

Silica

Subcontractors must meet all requirements of OSHA for silica exposure. Prior to performing any activity involving the possibility of silica exposure, Subcontractor must provide BALFOUR BEATTY with a written silica exposure control plan. Subcontractor may not use any means or methods to control silica exposure (such as fans) that will cause any exposure to other individuals on the Project or members of the Public. Subcontractor shall ensure the containment, clean up, and proper disposal of any and all slurry or silica residue as a result of Subcontractor's means or methods (including but not limited to the use of water) to control silica exposure. Any exceptions to these requirements must be approved in writing by BALFOUR BEATTY prior to any activity involving the possibility of silica exposure.

Contact any BALFOUR BEATTY SH&E Manager or SH&E Director for more information.

Balfour Beatty

Addendum to Exhibit D Carolinas Division

The provisions in this Addendum modify the language of the provisions of Exhibit D (Safety Plan) and where the language conflicts, the provisions of this Addendum shall control. This Addendum may restate certain OSHA requirements; however, it is the intent of this Addendum that any such OSHA requirements are to be minimum standards which are restated herein for information purposes only.

Prior to beginning any work activities, Subcontractors must provide the following safety submittals:

- Site Specific Safety Plan
- Competent Person Form (Attachment 1)
- Drug Verification Letter (Attachment 2)
- Hazard Communication/GHS Program/Safety Data Sheets- Site Specific
 - Chemical Inventory List (Attachment 3)
- Safety and Health Training Certification (Attachment 4)
- Job Hazard/Safety Analysis for each definable feature of work
- Additional policies and/or work procedures are required if applicable such as; Confined Space, Working at Heights, Steel/Pre-Cast Erection, Demolition, Hazardous Energy Control and Pressurized Systems, Excavation, Lifting & Hoisting, Silica, etc.

1. Competent Person

- 1.1. At least one English-speaking subcontractor-designated competent person must be onsite when any Subcontractor personnel are working onsite. That competent person must, at a minimum, have current OSHA 30-Hour training (refreshed every four (4) years). Further, the competent person must have CPR/First Aid Certification refreshed every two (2) years.

2. Compressed Gas Cylinders

- 2.1. Subcontractors who use compressed gas cylinders are responsible for ensuring that their cylinders are properly secured, stored and separated, either by barrier or distance, from flammable materials and products, including those belonging to other subcontractors. Careful selection of storage areas is required. Coordinate storage issues with the Balfour Beatty project team.

3. Confined Space

- 3.1. A Competent Person, trained in confined space, must be present during confined space work activities.
- 3.2. No one shall enter a confined space without authorization, training and notification to Balfour Beatty
- 3.3. A Confined Space Entry Permit must be completed and approved prior to entry. Ongoing updates (e.g. monitoring information) to this document must be made by the Competent Person.
- 3.4. Posted signage must be adhered to and barricades shall not be manipulated without authorization from and notification to Balfour Beatty.

4. Cranes

- 4.1.** If crane(s) are disassembled and/or reconfigured, a third-party inspection must be completed prior to use.
- 4.2.** All tower cranes shall have a third-party inspection every three (3) months and after every addition.
- 4.3.** All tower cranes and hoists with tie-back struts must have all welds on the tie-back struts inspected and certified by a third party AWI certified inspector prior to use. If visual inspection results in any reasonable concern about the welds or structural integrity of the assembly, ultrasonic, radiographic or another accepted method for evaluating welds or an engineered analysis and stamped report will be required to be performed and made available for review if requested. Similarly, all tower crane and hoist bases, except those cast into the foundation - which is the preferred method, shall have all exposed welds inspected and certified by a third party AWI certified inspector prior to use. All welding certifications shall be in writing and made available promptly for review if requested.
- 4.4.** Tower cranes must be fitted with a zone control device that automatically prevents the trolley from overflying restricted areas including, without limitation, occupied buildings, public streets, sidewalks, electrical lines and other areas identified as restricted by Balfour Beatty.
- 4.5.** On any project where there are multiple tower cranes, each must be fitted with an anti-collision device that automatically prevents crane-to-crane, and/or crane-to-load line contact.
- 4.6.** Operators who intentionally disable or override zone control, anti-collision, limiting, or any other type of safety devices will be removed from the project.
- 4.7.** All Riggers/Signal Persons shall be uniquely identified from afar (e.g. from the operator cab in a tower crane) to differentiate them from other workers. The signal person must be equipped with an audible warning device that alerts others when loads are overhead.
- 4.8.** The Rigger and Signal Person may not be the same person and must be separate individuals, each performing the separate responsibilities and tasks.

5. Electrical

- 5.1.** Transformers and switches shall be protected with 6' fence panels with a minimum 5' clearance around the transformer or switch and proper signage. If there is work being performed above the transformer, adequate overhead protection must also be installed.
- 5.2.** Overhead power lines must be properly marked with danger, voltage and height signage. All utility poles must be protected with hard barricades.
- 5.3.** All extension cords must be elevated, covered or protected from equipment traffic and trip hazards by the responsible subcontractor. Elevated cords must be protected from contact abrasion by metallic objects such as bare wires, nails, screws, etc. All cords and tools must be protected from wet conditions and kept out of standing water.
- 5.4.** All work on energized circuits or parts requires prior Balfour Beatty project staff notification and must be approved by the Balfour Beatty SH&E Manager or Director, provided higher level approvals are not also required (see Hazardous Energy Control section below). Owner approval and sign-off may also be required. Only trained and qualified personnel may work on energized circuits or parts.
- 5.5.** All electrical power sources must be GFCI protected, including all portable generators, regardless of wattage.
- 5.6.** Temporary lighting branch circuits may not be used to power tools or any other equipment.

- 5.7. Electrical outlets and boxes located outdoors or potentially exposed to weather must be of a weather-proof design with a cover that protects water from entering the outlets while in use.
- 5.8. All energized connections, including but not limited to temporary power/lighting, must be in an approved, covered enclosure (i.e. junction box and hard cover) and provided with proper strain relief.
- 5.9. Proper outlet and switch-plate covers are required prior to energization.

6. Engineering

- 6.1. Third-party engineering approval on all deck form drawings and all deck forms must be inspected by a third-party inspector prior to any concrete pour.
- 6.2. All steel erection sequence drawings must be received and reviewed by a Balfour Beatty project team prior to any steel erection procedure.
- 6.3. Slabs must be evaluated by a Registered Professional Engineer (RPE) for point loading before forklifts, scissor lifts or any other heavy equipment is operated on them or materials are stored on them.

7. Environmental Compliance

- 7.1. If permitted by Balfour Beatty (permission which must be obtained prior to bringing fuel tanks to the site, which permission is at Balfour Beatty's sole discretion to give or withhold), all fuel tanks must be protected from collision by hard barriers or substantial earth berms. Fuel tanks must be placed in containment pans or plastic lined dyke areas. Double walled tanks are not a substitute for containment pans or dykes. After each rain event, the containment pan or dyke area must be relieved of all the moisture and the contaminated water disposed of per City, State or Federal requirements. Only spring operated, self-closing fuel dispensing nozzles are allowed and must be locked when not in use. Spill kits must be kept onsite.
- 7.2. Subcontractor is solely responsible for the containment of and protection against gases, vapors, dust, silica or other contaminants created by equipment utilized by a subcontractor or those responsible or resulting from the performance of its work. Subcontractor shall provide necessary equipment to actively monitor contaminants and/or noise created as a result of its operations if there is any potential for the level of noise and/or the level of any contaminants to exceed the permissible levels.
- 7.3. Subcontractor will ensure their work with silica products does not adversely affect the schedule, safety or production of other subcontractors.

8. Equipment

- 8.1. All equipment must be inspected prior to use and the inspection checklist kept on file at the site with subcontractor. Must be readily available upon request by Balfour Beatty.
- 8.2. All rough terrain forklifts shall be equipped with a proximity alarm in addition to a standard reverse gear alarm.
- 8.3. A 10' exclusion zone or a solid, substantial barricade must be maintained between all personnel and any moving equipment or vehicle.
- 8.4. All equipment must be operated, configured and equipped according to manufacturer's instructions. Modifications must be approved by the manufacturer or an RPE.

9. Excavations

- 9.1.** All excavation procedures require Balfour Beatty notification and approval prior to the start of the procedure. A scale drawing with approximate dimensions of the excavation (e.g., depth, length, width, etc.) together with depictions of proposed benching, lag/pile, shoring, sloping or other protective systems must accompany all dig permits.
- 9.2.** The competent person for the excavating activity must be onsite whenever excavating activities are occurring.
- 9.3.** Fall protection systems (i.e. guardrails, PFAS, fall restraint) are required for vertical walled excavations 6 feet or more in depth.
- 9.4.** No mechanized (non-manual) digging is allowed within three (3) feet of any located and buried utility. All buried utilities must be located and marked prior to any digging activity. Subcontractor must pot hole by non-mechanical means the entire length, and to the depth of the excavation to verify no underground utilities exist prior to using mechanical powered equipment. Exposed utilities must be supported. Where normal locating methods cannot be used, or are unsuccessful, ground penetrating radar (GPR) must be used to identify and locate the buried utilities.
- 9.5.** Excavation perimeters must be protected by means of barricades and/or spotter(s), regardless of duration, depth, and/or amount of traffic associated with the excavation activity. Prior to the end of each shift, Subcontractor will ensure that all excavations are either backfilled or otherwise protected by means of hard barricades, road plates, etc. Special considerations must take place when there is potential exposure to the public (i.e. signage, additional barricades/delineation, elimination of trip/fall hazards, etc.)
- 9.6.** All soil is assumed to be Class "C" unless otherwise determined by a competent and qualified person and documented accordingly on the Dig Permit (SHE 5340-F).
- 9.7.** A mandatory pre-dig meeting must be held for any scope of work involving the penetration of the ground, whether by hand or mechanical means. The meeting should be held no later than two weeks prior to the start of work.
- 9.8.** Newly installed utilities must be marked appropriately (i.e. warning tape, snow fencing, etc.) at finished grade/subgrade to prevent potential incidental contact for the duration of construction activities.

10. Exclusion Zones

- 10.1.** All elevated and/or leaned material must be positively secured to prevent displacement.
- 10.2.** Subcontractor, its employees and the employees of all those for which Subcontractor is responsible shall access and egress from the project work areas only through the Balfour Beatty designated access and egress points shown on the applicable logistics plan.
- 10.3.** Subcontractor is responsible for erecting barricades to keep non-essential personnel away from potentially dangerous activities or areas under its control.
- 10.4.** Barricades and warning signs must be inspected and maintained by the subcontractor responsible for erecting them. Subcontractor is also responsible for the removal of the barricades and warning signs upon the completion of the activity.
- 10.5.** Ribbon/Caution/Danger tape type barricades may only be used for short duration (less than 4 hours) activities. Multi-shift or multiple day duration activities must use a durable, substantial (such as rope, wire, wood, etc.) barricade material.

11. Powder Actuated Tools

- 11.1.** Powder actuated tool operators must be trained and authorized in the proper care, use, maintenance, operation, and storage of the tool. Tool operator manuals must be available at the work location. Each person using any piece of Powder Actuated tools must have a card that shows they have been trained on the specific tool being used.
- 11.2.** Shot strips must be stored in the appropriate manufacturer provided packaging. Undischarged cartridges or misfired cartridges must be disposed in accordance with the manufacturer's recommended procedures and never disposed in the jobsite trash.
- 11.3.** Tools must be unloaded before storing. Loaded tools must not be left unattended.
- 11.4.** Warning signs must be conspicuously posted within 50' of any area that powder actuated tools are being used.

12. Fall Protection

- 12.1.** All workers who perform work six (6) feet or more above a lower surface shall use guardrails, a fall protection system, or use a site-specific fall protection plan where other fall protection systems are not feasible. Structural members such as beams, parapets, trusses, etc., must be evaluated and approved in writing by a qualified person for suitability for fall protection anchorage prior to any connection.
- 12.2.** Fall protection systems must be designed by a RPE and must be installed and used, under the supervision of a qualified person.
- 12.3.** Stilts are not allowed on any Balfour Beatty project, unless approved by the Balfour Beatty project management team. Subcontractor must submit a site specific written plan that includes (at minimum) provisions for housekeeping, training, inspections and spotters.
- 12.4.** Balfour Beatty encourages the use of personnel lifts such as aerial boom lifts, lift-pods, scissor lifts, etc. for all work that can be accomplished without heightened risk of damage to the building or surrounding work. Balfour Beatty reserves the right to require Subcontractor to use lifts to perform work that Balfour Beatty reasonably believes cannot be performed safely without lifts at no additional cost to Balfour Beatty. Personal fall protection systems must be used in all mechanically elevating lifts. Lifts lacking adequate fall protection anchor points shall not be used.
- 12.5.** Subcontractors are responsible for providing required labeled and secured covers for any holes or openings that they or their tiered subcontractors create. Covers shall support, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. Covers must be constructed in a manner that does not create a trip hazard.
- 12.6.** Subcontractors are responsible for barricading and maintaining the safety of their personnel and work area when control lines, covers, guardrails, warning lines, barricades, canopies or other safety equipment must be removed or disabled to perform a work activity. These activities must be coordinated with Balfour Beatty and provide for the safety of others during the duration of said activity. When the task is complete, Subcontractor must properly repair or replace any affected safety equipment that had been altered or removed during the activity back to a safe unaltered condition/configuration.
- 12.7.** A fall protection system is required for access ladders where the top landing is greater than sixteen feet (16') above the adjacent surface.

13. Fire Prevention

- 13.1.** A Hot Work (Burn) Permit is required for any excessive heat, open flame or spark generating activity including, but not limited to, brazing, cutting, grinding, soldering, torching, welding, temporary heating, etc. A user provided fire extinguisher and trained fire watch must be near and in visual sight of the activity and able to respond promptly to an emergency.
- 13.2.** Portable fuel containers must be constructed from metal, have spring-loaded self-venting caps and flash arrestor screens. Contents must be clearly identified by a legible label. A user-provided fire extinguisher is required nearby where five (5) or more gallons of flammable liquids are stored.
- 13.3.** Portable diesel/gasoline/kerosene powered compressors, generators, welders or other similar equipment using flammable fuel must have a subcontractor provided fire extinguisher nearby.
- 13.4.** Equipment with an internal combustion engine must have a suitable fire extinguisher either on or within the equipment or near the equipment.
- 13.5.** A 20-lb. user-provided ABC fire extinguisher must be available within 25' - 75' of any fuel tank. (Special extinguishing media may be required for some products and Subcontractor is required to check with local fire department.)

14. Hazardous Energy Control (Lock-out/Tag-out)

- 14.1.** If Subcontractor's work activities involve the potential release of stored hazardous energy, the Subcontractor must have a written Hazardous Energy Control (Lock-out/Tag-out) Program which includes instructions for identifying, controlling, and/or locking and tagging of energy control points.
- 14.2.** If Subcontractor's work activities involve the pressurization of piping systems, Subcontractor must submit a detailed work plan to Balfour Beatty. Subcontractor must also complete and submit a Pneumatic Test Permit to Balfour Beatty prior to the pressurization of any standard metal piping systems and/or the use of pneumatic plugs. Pneumatic pressure testing on cast iron, fiberglass, plastic, PVC and CPVC piping is prohibited.
- 14.3.** Work on energized equipment/pressurized systems (e.g., Electrical, Fluid, Air, Mechanical, etc.) is prohibited unless a plan is submitted to, and authorized by, an authorized Balfour Beatty Executive or Officer. Energized work may also require Owner approval. Only authorized and specifically trained individuals may perform work on energized systems.
- 14.4.** Subcontractor is responsible for providing its own PPE, locks, tags, signage, barricades, materials and any required additional equipment needed to safely perform these activities.
- 14.5.** LO/TO processes that affect or involve other trades must coordinate the activity with Balfour Beatty prior to beginning any said activity.

15. Ladders

- 15.1.** All projects will use platform ladders in lieu of typical "A" frame step ladders.
- 15.2.** All manufactured ladders must be of fiberglass construction, no metal ladders are allowed.
- 15.3.** Ladders may not be used to create an access/egress to buildings or elevated stair levels, unless approved by the Balfour Beatty SH&E Manager or Director. Projects are normally required to use stair towers or structural stairs. Where ladders are allowed for access, a line or rope must be provided to lower and raise equipment, materials, tools, etc.

- 15.4. Extension ladders used for temporary access/egress must be secured to prevent displacement and be equipped with a “walk-through” extension at the top landing which allows for workers to step through the side-rail extensions.
- 15.5. Where ladders are used for access/egress, ladder offset barricades are required so that no worker may inadvertently walk through an unprotected ladder way.
- 15.6. Personal fall arrest systems using self-retracting lanyards must be used when working at heights of 6 feet or more from ladders. If tie-off is not feasible, a spotter may be used to hold or steady the ladder while the other worker is aloft; however, it is subject to approval by Balfour Beatty. Working from ladders below 6 feet above the walking/working surface does not require tie-off unless the worker is aloft near a guardrail, shaft, wall or window opening, etc. through which the worker could fall.

16. Overhead and Perimeter Protection

- 16.1. At minimum, elevated slabs must have toe boards and mesh/net along all exterior perimeter edges and at all shaft edges within the interior work area. Netting must be wrapped and secured under the toe boards.
- 16.2. If workers are engaged in elevated work activities where there is a risk of tools falling, the Subcontractor must use tethers on their tools and/or loose equipment or materials. These activities include work at elevated perimeter and leading edges, in aerial lifts, roofing activities, masonry work and any other activities that may present a falling object hazard.

17. Personal Protective Equipment (PPE)

- 17.1. All subcontractors are responsible for providing and ensuring that their employees (including their tiered subcontractors) have and use proper PPE.
- 17.2. All PPE must meet the appropriate ANSI, ASTM or other similar agency approved guidelines.
- 17.3. Face shields are required for activities such as chipping, grinding, overhead drilling, powder actuated tools, saw cutting masonry and other high potential flying object generating activities.
- 17.4. All workers voluntarily using dust masks must be trained on and sign Appendix “D” of the respirator standard. All workers that are required to use a respirator must be properly trained, fit tested and medically allowed to do so.

18. Reporting Information

- 18.1. Subcontractor shall report to Balfour Beatty all hours worked by its employees and the employees of all its Subcontractors, consultants or vendors who worked or are working on the project site, all in accordance with Balfour Beatty’s directives.

19. Rescue Plans

- 19.1. Subcontractor is responsible for developing an emergency rescue plan and providing all required rescue equipment to achieve a timely worker rescue in the event of an emergency. Activities such as those in confined spaces, excavations, at height, in lifts, etc., can pose unique problems that may require special efforts and/or equipment to execute a rescue effort. Coordination and discussion with local emergency response personnel should be considered prior to starting the activities.

20. Rigging

- 20.1. All rigging must be inspected before each shift and a documented inspection by a qualified person must be performed on a quarterly basis. Quarterly inspections shall be readily available upon request. Periodic inspection throughout the shift is required during frequent or heavy use.
- 20.2. All rigging must have manufacturer provided tags.
- 20.3. Damaged rigging must be tagged “*out of service*” or equivalent and removed from the work area.

21. Roadwork / Sitework

- 21.1. If working near overhead electrical lines, the Subcontractor will install “*DANGER OVERHEAD POWERLINES*” signs at all designated equipment crossings. For all other utilities, the Subcontractor will install “*DANGER OVERHEAD UTILITY*” signs to warn of the overhead hazard.
- 21.2. Work in public right of ways (e.g. roadways and sidewalks) will not be permitted without hard physical barricades (e.g. Jersey Barriers) separating the worker from traffic and pedestrians.
 - 21.2.1. If hard barricades are not feasible due to the transition/temporary nature of the work activity, equivalent alternative measures may be employed such as using a piece of equipment or vehicle to protect workers and the public.
- 21.3. Subcontractor will provide a full-time spotter(s) whenever any equipment crosses over and/or through a public area (e.g. sidewalk, parking lot, etc.).
- 21.4. If a gate or fence is opened by a subcontractor, that contractor must obtain prior permission from Balfour Beatty and must provide an individual to “guard” the gate while it is opened.

22. Scaffolds

- 22.1. Standard scaffold access points must be equipped with manufactured scaffold access gates. Personnel may not access scaffolds by climbing through guardrails or cross-braces. Baker-type scaffolds must be accessed according to the manufacturer operator manual.
- 22.2. An appropriate PFAS is required during scaffold erection and dismantling activities.
- 22.3. Unless designed as walk-through access areas, the areas below occupied scaffolds must be barricaded.
- 22.4. Suspended scaffold systems (e.g. swing stages) must be designed and approved by a registered professional engineer.
- 22.5. Suspended scaffolds systems (e.g. swing stages) must be inspected and tagged prior to each shift at both the access point of the stage, as well as the counter-weight/tie-back/tag-line point.
- 22.6. All scaffolding, scaffold materials and components must be in good condition at all times. All scaffold materials and components must be manufactured specifically for use together in an assembled scaffolding system. Scaffolds must use a Green/Yellow/Red tag system to identify condition and usability status, which must be updated daily (at minimum) by a competent person. Scaffolds not ready for use must be tagged and barricaded to discourage or prevent unauthorized use.
- 22.7. Material platforms must not be stocked with more materials than can be used in a shift. Regardless of platform height, measures must be taken to ensure that loose objects cannot be

dislodged and fall off the platform onto workers below, including other masonry workers. Where objects are stacked higher than the toe boards, mesh/net or balusters, other types of protection must be used and extend up to the top rail of the guardrail system. Loose objects may not be stacked higher than the top rails. Refer to manufacturer's/engineer's instructions before adding mesh/net to scaffolding rails.

- 22.8.** Counterweights for welded tube scaffold units must be designed and engineered for use with scaffold systems. Hanging concrete blocks or other improvised items from the frame uprights is prohibited. Bracing, outriggers, put-logs, etc., or similar manufacturer approved methods must be employed to stabilize scaffold platforms.

23. Weekly Safety Inspections

- 23.1.** Unless exempted in writing by Balfour Beatty's superintendent responsible for the project, Subcontractor shall identify one (1) representative each week that the Subcontractor works onsite, or expects to work onsite, to participate in a Weekly Project Safety Inspection which shall be scheduled and led by a member of the Balfour Beatty project team. Any failure to participate in the Weekly Project Safety Inspection process shall subject Subcontractor to, among other things, monetary penalty.

Any deviance from this plan requires a written request to Balfour Beatty project and safety management teams. The activity may not commence prior to written approval.

Competent Person Form (Attachment 1)

(One (1) form to be filled out for each Competent Person)

Project Name: _____

Subcontractor's Name: _____

Subcontractor's Address: _____

Subcontractor's Home Office Phone: _____

Competent Person Name & Mobile Number: _____

Off Hour Emergency Contact & Phone Number (if different than above): _____

OSHA 1926.32 (Definition of a "Competent Person"): A "competent person" is defined as one who is capable of identifying existing and predictable hazards in the surroundings or work conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them.

The information below must be completed and submitted to Balfour Beatty prior to any work being performed on the site.

Check the box that applies:

- | | |
|---|---|
| <input type="checkbox"/> OSHA 30-HOUR TRAINING (REFRESHED EVERY FOUR (4) YEARS). | <input type="checkbox"/> FALL PROTECTION |
| <input type="checkbox"/> FIRST AID / CPR | <input type="checkbox"/> NFPA 70E (ELECTRICAL, LOTO, ETC.) |
| <input type="checkbox"/> SCAFFOLDING | <input type="checkbox"/> EXCAVATION / TRENCHING |
| <input type="checkbox"/> EXCAVATION / TRENCHING | <input type="checkbox"/> FLAGGER (D.O.T.) |
| <input type="checkbox"/> AERIAL LIFTS (BOOM/SCISSOR) | <input type="checkbox"/> FORKLIFTS |
| <input type="checkbox"/> STEEL ERECTION | <input type="checkbox"/> LADDERS |
| <input type="checkbox"/> CONCRETE & MASONRY | <input type="checkbox"/> PERSONAL PROTECTIVE EQUIPMENT |
| <input type="checkbox"/> CONFINED SPACE | <input type="checkbox"/> OTHER (List): |
| <input type="checkbox"/> SILICA | |

Valid "certification" cards must be submitted if box is checked above. Valid certification cards must be either from current employer or third party training facility (ex: Sunbelt, United Rentals) & expire after three (3) years from training date, unless otherwise noted.

The "site safety competent person" named above are responsible for job-site safety, regular inspections, corrections of unsafe conditions, or work procedures, employee orientation, weekly safety meetings, Pre-Task-Plans, and site-specific safety training. MUST BE ON SITE ANYTIME WORKERS ARE PRESENT (INCLDING TIER SUBS).

Printed Name of Company Officer:	Signature of Company Officer:	Date:
Safety Director / Manager (email & phone number):		

Drug Verification Letter (attachment 2)

(on subcontractor's official letterhead)

Balfour Beatty Construction
Attention: Shaun Burke
1930 Camden Road Suite 280
Charlotte, NC 28203

This will certify that all _____(Company Name)
employees, or other persons working directly or indirectly on its behalf, at

_____ (Project Name) have completed a drug
screen in accordance with Balfour Beatty's testing requirements and that results the of
the drug screens for each person assigned to this project was negative. The laboratory
used to conduct the testing is an approved laboratory and the name of the drug testing
laboratory is _____.

Additionally, this will certify that each person assigned to work on this project has been
verified as eligible to legally work in the state.

We further certify that our program meets or exceeds the requirements of the Balfour
Beatty's Drug and Alcohol Program.

Sincerely,

*(signature of company official)

Title

Date

Chemical Inventory List (Attachment 3)

Company Name: _____

Project Name: _____ Date: _____ Page No. _____ of _____

SDS ON FILE? Y / N	CHEMICAL NAME & COMMON NAME	MANUFACTURE'S NAME, ADDRESS, CITY, STATE, ZIP	MANUFACTURE'S EMERGENCY PHONE NUMBER	LOCATION ON-SITE

Safety and Health Training Certification (Attachment 4)

This document will certify that all employees of _____ (Company Name) or other persons working directly or indirectly on its behalf, that will be working on the _____ (Project Name), has been properly trained and educated in the following areas of Construction Safety. Valid certification cards must be either from current employer or third party training facility (ex: Sunbelt, United Rentals) & expire after three (3) years from training date, unless otherwise noted.

Check all that are applicable.

- ☐ OSHA 10/30 HR Construction
- ☐ Fall Protection
- ☐ Scaffolding (erecting, dismantling, user, etc...)
- ☐ Rigging / Signaling (submit valid cards)
- ☐ Fire Extinguishers
- ☐ Ladders
- ☐ General Construction Safety
- ☐ Hazard Communications- GHS / Safety Data Sheets
- ☐ Electrical / Lock Out- Tag Out / NFPA 70E
- ☐ Forklifts (submit valid cards and successfully passing BBC written test (Rough Terrain only) prior to operating)
- ☐ Hand & Power Tools
- ☐ Heavy Equipment Operators (excavators, skid steers, dozers, backhoes, etc...)
- ☐ Personal Protective Equipment (PPE)
- ☐ Powder Actuated Tools (submit valid cards)
- ☐ Respiratory Protection (at minimum Appendix D for dust masks)
- ☐ D.O.T. Flagger (submit valid cards) (must be state specific certified and/or through state approved certification facility)
- ☐ Trenching & Excavations
- ☐ Steel Erection
- ☐ Aerial Lifts (Boom & Scissor) (submit valid cards)
- ☐ Confined Space
- ☐ Silica
- ☐ Other _____

Training documentation must be made available **within 8 hours** of the request from Balfour Beatty of the items listed above and other safety specific training which is not listed.

Printed Name of Company Officer:	Signature of Company Officer:	Date:
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OVERVIEW

The PTP is a Balfour Beatty Construction standard planning and communication tool required for use on every project. The standard PTP document is provided by Balfour Beatty. Any person who undertakes work of any nature at a project is required to complete a PTP. This includes Balfour Beatty self-perform forces, subcontractors at every level, select material delivery involving a labor component such as material movement, select vendor activities and inspection services. Failure to complete an adequately detailed PTP will result in a stoppage of work.

PURPOSE

The PTP is a planning tool that facilitates communication. It is to be utilized at the project at least once a day and prior to the commencement of any work. The PTP is to be used as an element of an overall job safety program within the hierarchy of controls. When used in conjunction with other tools (such as AHAs, site logistics plans, dig authorizations, critical lift plan, etc.) it can help effectively manage risk at the project level. When completed, the PTP will communicate step-by-step, detailed technical planning, hazards and means to mitigate, and ultimately promote safe work practices and accountability.

PARTICIPATION & MAKING THE PLAN TASK SPECIFIC

To be effective, the PTP must be specific to the particular work activity for which it is prepared. It will list the steps (tasks) associated with the work activity, in addition to the specific means to mitigate the risk. The supervisor/foreman should lead the discussion and promote two-way communication to ultimately arrive at a plan that has buy-in from the entire crew. An effective PTP should recognize unique project circumstances including, but not limited to: site logistics and separation of people and equipment, crew experience, PPE, required equipment, means of communication, signage and barricades, adjacencies, weather (as applicable), access/egress, and lighting. The foreman must convey to the crew that every individual has the authority and obligation to stop the task and seek guidance should he/she feel unsure of the safe method of work.

EXECUTION

The following activities must occur when completing the PTP:

- The PTP must be completed prior to the commencement of an activity. If the task changes, a new PTP form must be completed. The completion of the form should take approximately 15-20 minutes depending on the complexity of the task and other considerations.
- The Job Hazard Analysis (JHA) / Activity Hazard Analysis (AHA) are gross safety planning tools used at the macro level to facilitate the preparatory meeting. They support the PTP, which is utilized as the detailed task planning tool accounting for specific and unique circumstances that arise at the activity location, such as weather conditions, adjacent work, crew experience, etc.
- The attached standard form should be utilized, although subcontractors are permitted to use a custom form if approved by Balfour Beatty.
- The crew foreman/supervisor is charged with completing the PTP; however, crew participation and buy-in is critical.
- The crew will examine the work area(s) prior to preparing the PTP and note any circumstances that may present a hazard.
- Checklists for definable features of work and details included in AHAs should be attached or referred to (as appropriate) ensuring best practices and pre planning materials are being effectively utilized.

- The PTP must be complete and detailed enough to identify the different tasks associated with the activity and the safe plan associated with the elimination or mitigation of any identified hazard. PTPs for work involving a high potential for severe injury (Fatal 5 – caught between, struck by, fall from height, electrocution, run over) including items such as critical lifts, confined space entry and utility shut downs, must be color coded (red) and be accompanied by an appropriate emergency action and strike plan, and owner authority, as appropriate. A pre-activity huddle is also recommended involving all critical parties including Balfour Beatty, the owner representatives (as appropriate) and the actual work crew. The purpose of the huddle is to conduct a dry run to ensure that all safety challenges are recognized, rehearsed, and accounted for.
- The PTP should recognize all adjacent work taking place. Crews must be instructed to be mindful of other trades and look up/down/out for unsafe conditions and actions. PTPs should also identify conditions where workers are exposed to unfavorable weather conditions and communicate a plan to protect workers.
- PTPs involving work in occupied facilities should be completed with a high level of detail consistent with the level of risk to both workers and the public. Contingency plans must be in place for high risk activities involving potential for impacts to the workers, public and critical facilities.
- The foreman should solicit feedback from the work crew to confirm a thorough understanding of the tasks to be completed, address any concerns and confirm safe measures to be undertaken.
- The PTP must be signed by all parties in attendance, posted in (or adjacent to) the work area and made available for review. The project should erect a bulletin board as appropriate. A copy of the PTP must be forwarded to Balfour Beatty at the conclusion of the work day; these forms will be retained for a period not to exceed 30 days.
- The supervisor/foreman should communicate impacts of the plan to other affected parties, such as adjacent crews.
- Balfour Beatty staff should periodically attend select PTP meetings to ensure that the PTPs are being completed in accordance with standard operating procedures. Particular attention should be paid to the level of detail of tasks, applicability of tasks to the actual work and communication between the foreman and crew.
- Balfour Beatty staff and subcontractor staff should review work in progress against the PTP and speak with workers to ensure the appropriate level of detail and applicability are present.
- If assistance is required to complete PTPs, Balfour Beatty site management or loss prevention should be engaged.
- The importance of PTPs will be highlighted by Balfour Beatty during employee orientations.

CORRECTIVE ACTIONS

If work proceeds without a completed and approved PTP or with an insufficiently detailed PTP, it will be suspended immediately until an acceptable PTP is executed. Refer also to Balfour Beatty's Zero Tolerance Policy.

BALFOUR BEATTY CONSTRUCTION PRE TASK PLAN (PTP)

Project Name: Date:	Work area (Building/Floor/Area):	Contractor:
Activity/Task: Supervisor has walked/checked work area in advance of work: (initials) _____	Resource Applicability: <ul style="list-style-type: none"> <input type="radio"/> AHA/JHA (Attach as Necessary) <input type="radio"/> Logistics (People/Equipment) <input type="radio"/> EAP (Contingency Plan) <input type="radio"/> Other _____ 	Supervisor/Foreman: _____ Emergency Contact: _____ Phone # : _____
Permit required: Yes___ No___ <ul style="list-style-type: none"> <input type="radio"/> Confined Space <input type="radio"/> Hot Work (FPP) <input type="radio"/> Dig Authorization <input type="radio"/> Energized Electrical Work <input type="radio"/> Proximity to Haz Electrical Source <input type="radio"/> Crane Pick <input type="radio"/> Fall Protection Plan <input type="radio"/> Lockout/Tagout <input type="radio"/> Other _____ 	Tools & Equipment (List): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Additional PPE required: Yes___ No___ <ul style="list-style-type: none"> <input type="radio"/> Hand (Glove Type) _____ <input type="radio"/> Hearing <input type="radio"/> Face (Goggle or Shield) <input type="radio"/> Fall Arrest <input type="radio"/> Respirator <input type="radio"/> Other _____
Weather Conditions: Temperature _____deg. Precipitation _____inches Wind Speed (Sustained) _____MPH (Gust)_____MPH <i>Describe your plan for protecting workers in unfavorable weather conditions on the next page.</i>		
Instructions: 1) <i>No physical work is permitted to take place absent a detailed PTP.</i> The PTP is used in conjunction with other tools (JHA, Site Logistics Plan, Dig Authorization, Crane Pick plan, etc.). 2) The Supervisor/Foreman and crew must complete the PTP. The Supervisor/Foreman must lead the discussion with the work crew soliciting feedback to ensure that all workers are familiar with the PTP. 3) The crew shall walk the work areas prior to starting work to identify hazards. 4) Corrective measures shall be implemented to eliminate or mitigate hazards associated with the task. 5) Each day prior to work commencement, the work task(s) shall be reviewed. 6) All crew members shall sign the PTP. The PTP shall be displayed in the work area. If conditions change, the job changes, a significant hazard presents itself, or a deficiency in plan is noted the work shall STOP and a new plan must be compiled. The foreman must convey to the crew that each individual has the obligation and authority to STOP and seek guidance if he/she is unsure of the task to be carried out.		
Instructions Completing Page 2: Column 1. Write the name of the task. It is critical that the PTP for the particular work task is specific to the task and lists the steps associated with the work task. The PTP should recognize unique project circumstances such as crew experience, PPE, equipment to be used, means of communication, signage and barricades, adjacencies, weather, access, lighting, etc. Column 2. List the potential hazards associated with the task. Column 3. List the activities required to achieve a safe plan to overcome/eliminate the hazard. Column 4. List all physical tools, safety equipment/PPE and documentation such as AHAs, JHAs, Dig Authorizations, etc. needed to carry out the work safely.		

TASK (<i>in sequence</i>):	HAZARD ASSOCIATED WITH THE WORK:	SAFE PLAN TO ELIMINATE/CORRECT HAZARD:	RESOURCES:
Column 1	Column 2	Column 3	Column 4

CREW MEMBER SIGNATURES (*Print and Sign*)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

WORKER CONCERNS OR IDEAS

List concerns or ideas to help improve safety for future follow-up.

