



## **EXHIBIT 5** **Minimum Project Safety Requirements**

Subcontractors are required to comply with our Safety Program, as well as all State and OSHA safety Regulations. This requirement is identified in the Master Subcontract Agreement Section 8.1. Our Safety Program includes the safety requirements identified in the Subcontract and the safety procedures, practices, and policies described in the Pence Safety Manual.

The following summarizes frequently asked questions concerning our Safety Program. This is not a complete listing of the Program.

**Pence Safety Manual:** The Comprehensive Pence Safety Manual is available for review at all Pence Contractor offices and jobsites or shared electronically. The manual is continually updated.

**Subcontractor Safety Plan:** A Subcontractor Site Specific Safety Plan must be completed by your company and submitted and reviewed by Pence prior to any Subcontract work commencing on site. This plan is site specific to address work being completed, anticipated hazards and planned controls. It will be incorporated into the overall Project Safety Plan. Additional task-specific safety plans may be required, as determined by the Project Superintendent, depending upon hazard and work environment changes.

Plans may include the following (Not an all inclusive list)

- Site JHA
- Silica
- Fall Protection
- State Required
- Bracing Plans
- Erection Plans
- Other

**Subcontractor Safety Programs:** All Subcontractor Safety programs are subject to review by Pence for adequacy and completeness and must include the following:

a) Notification if the person(s) responsible for safety by name and mobile phone number to Pence's Project Superintendent.

b) Self-inspections of their work environment, including logs of vehicle and equipment inspections per manufactures and vendors requirements (daily, monthly, etc.). The self-inspection program is subject to audit by Pence. A review of the findings (verbal and/or written) must be conducted with the Pence Project Superintendent before the field safety manager leaves the site. Equipment on site that requires annual inspections must have such documentation on site at all times, e.g. crane annual inspection.

c) Competent Person, as defined by OSHA, must be on site and identified for: trenching/excavation; scaffolding; confined space, crane, etc. Provide a copy of required Daily Inspection Logs to Pence Superintendent.

d) Electrical power cords and tools must be in compliance with a recognized Assured Grounding Program and OAR437-003-0404 GFCI Program. Copies of regularly updated logs must be maintained on site.

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**Daily Accountability Log:** All subcontractors are required to complete a daily log, informing Project Team of how many people are onsite, completion of work, signifying daily and weekly inspections were completed, etc. Subcontractor leads will need an appropriate form of technology, allowing them the ability to submit required logs according to the required methods established by the Pence Team.

**Safety Meetings:** You will be required to attend the Pence weekly all hands safety meetings with your crew while on the project. Subcontractor leads will also be required to attend daily logistics meetings to discuss safety concerns.

**Accidents & Injuries:** All accidents or injuries, no matter how minor, are to be reported immediately to the Pence Project Superintendent. An Accident/Incident Report must be submitted before the end of the shift. Subcontractor's Foremen may need to conduct an Accident/Incident Investigation and prepare a report after the occurrence. The Subcontractor's General Foremen/Superintendent will be expected to discuss the causes and responses with the Project Superintendent. Subcontractor's are required to maintain adequate First Aid equipment and supplies in their work areas, appropriate for their work.

**Fall Prevention:** All elevations over 6 feet in Oregon and 4 feet in Washington must have a 100% fall protection system. This includes but is not limited to: leading edge work; iron connecting or decking; and working off elevated work platforms (scaffolding). Only full body harnesses (ANSI A10.32-2004 approved) may be used for fall protection.

**Flagging:** Subcontractor's are responsible for the safe transportation of material on to the site. All Subcontractors' will supply their own trained employees to conduct flagging or traffic, if needed.

**Public Protection:** All excavations, where the public has access, shall have a means provided to guard the public from the hazards of the excavation project. This includes barriers and signage to protect the public from falls, falling material, and excavating equipment. Proper covers or fencing must be provided to prevent the public from access to the excavation during "off" hours.

**Hazardous Materials:** Your specific attention to State and OSHA requirements on hazardous materials/hazard communications is required. Copies of Safety Data Sheets (SDS) must be available on site and submitted to the Pence project office prior to delivery of these materials on the project. Storage and use of hazardous materials must comply with all applicable safety regulations.

**Ladders:** A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches (48 cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided. Employer shall provide training for each employee using ladders. All ladders must be Type I industrial ladders and used in accordance to manufacturers specification. All labels on a ladder must be legible. If ladders do not meet manufactures requirements or labels not legible, they need to be removed from site. Job built ladders may be used as long as they are built to proper specifications.

**Trailers and Dry Shacks:** These areas are considered part of the Project and must be maintained in a safe manner. Safety concerns include: adequate hand-rails; protection over light bulbs; electrical covers; housekeeping; portable fire extinguisher; etc.

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**Waste Recycling:** Pence may manage/coordinate a waste recycling program. Subcontractor's must comply with its source separation program and will be responsible for their own housekeeping and delivery of their own waste to the recycling dumpsters.

**Housekeeping:** Subcontractor's are required to and are responsible for removing their trash and debris on a daily basis. If a subcontractor does not keep their area clean, Pence will do the clean up at the cost of the subcontractor.

**Personal Protective Equipment (PPE):** Subcontractors will enforce required PPE for onsite work. Subcontractor must provide all Personal Protective Equipment (PPE) when required for their work including, but not limited to:

- a) Fall protection, respirators, gloves, hard hats, eye protection, foot protection, air and/or noise monitoring equipment.
- b) High visibility vests, or outerwear will be worn by all employees at all times or until Project Superintendent issues other information.
- c) Work boots are required on all projects. Specialty contractors must make specific arrangements with the Project Superintendent to determine adequate foot protection. At a minimum, work boots must have ankle support with substantial sole protection.
- d) When eye protection is required it must be ANSI Z-87.1 approved. Some projects, as determined by Pence Project Superintendent, may require 100% eye protection. It is required that double eye protection (glasses and face shield) be used whenever tasks produce flying particles. Steps must be taken to protect other people around these tasks from eye injury.

We encourage you and your employees to actively participate in the creation and maintenance of a safe and productive work place.

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