



EMPLOYEE SAFETY POLICY

Effective Date: 9/1/2026

Company: Triple C Excavating (7667 Mill St Ne Bemidji Mn 56601)

Location: Bemidji, Minnesota

PURPOSE

At Triple C Excavating, the safety of our employees, customers, subcontractors, and the public is our highest priority. Our goal is to provide a safe, professional, and productive work environment while preventing injuries, property damage, and unnecessary risks. Every employee is responsible for working safely and following all company safety procedures, applicable OSHA requirements, and other federal, state, and local safety regulations.

Safety is everyone's responsibility. No job is so important that it cannot be completed safely.

EMPLOYEE RESPONSIBILITIES

All Triple C Excavating employees are expected to:

- Follow all company safety rules and procedures.
- Follow instructions from supervisors and equipment operators.
- Attend required safety meetings and training.
- Properly use required personal protective equipment (PPE).
- Follow all applicable OSHA regulations and company safety requirements.
- Inspect tools, equipment, and vehicles before use.
- Report unsafe conditions, hazards, damaged equipment, injuries, and near-misses immediately.
- Maintain a clean and organized work area.
- Operate equipment only when trained, authorized, and qualified to do so.
- Never operate equipment or perform a task they are not trained or authorized to perform.
- Ask questions whenever they are unsure how to safely perform a task.
- Protect coworkers, customers, subcontractors, and the public from hazards.
- Follow all applicable traffic, excavation, utility, and job-site safety requirements.

Employees have the authority and responsibility to stop work when they believe an immediate safety hazard exists.

OSHA COMPLIANT AND SAFETY REGULATIONS

Employees must obey and follow all OSHA-compliant safety regulations and workplace policies to help maintain a safe and healthy work environment. This includes properly using required personal protective equipment (PPE), following safety procedures and protocols, reporting hazards, injuries, and unsafe conditions immediately, participating in required safety training, and operating equipment only as authorized and trained. Employees are expected to take responsibility for their own safety and the safety of others by adhering to all applicable federal, state, and organizational safety standards at all times. Failure to comply with OSHA regulations or workplace safety requirements may result in corrective action.

DAILY EQUIPMENT INSPECTIONS

Employees must perform required equipment inspections before operating equipment. Inspections should identify conditions that could affect safe operation, including tires/tracks, fluids, hydraulics, attachments, lights, alarms, brakes, seat belts, guards, and other applicable safety components. Defective equipment must be reported immediately and removed from service when the defect creates a safety hazard. Inspection records will be maintained when required by company policy or applicable regulations.

JOB HAZARD ANALYSIS / PRE-TASK SAFETY PLANNING

Triple C Excavating uses job hazard analysis and pre-task planning to identify hazards before work begins and whenever job conditions change.

Pre-Task Review

Before beginning work, employees and supervisors should evaluate:

- The work to be performed
- Equipment and tools being used
- Underground and overhead utilities
- Excavation or trench hazards
- Traffic and public access
- Nearby structures
- Environmental conditions

- Weather
- Slopes and unstable ground
- Hazardous materials
- Required PPE
- Potential fall hazards
- Equipment movement and backing hazards
- Emergency procedures

Employee Responsibilities

Employees must participate in identifying hazards and must communicate safety concerns to their supervisor.

Employees must not begin a task when they do not understand:

- The work procedure
- The hazards involved
- The required PPE
- The equipment being used
- The emergency procedures

Employees must ask questions before proceeding.

Changing Conditions

The job hazard analysis must be reviewed or updated when conditions change significantly, including:

- Weather changes
- Soil changes
- Water accumulation
- Discovery of an unknown utility
- Change in equipment
- Change in work method
- New employees entering the work area
- Changes in traffic or public access
- New hazards identified during the work

Stop-Work Authority

Employees have the authority and responsibility to stop work when they reasonably believe an immediate safety hazard exists. Work may resume only after the hazard has been evaluated and appropriate corrective measures have been implemented. Job hazard analyses may be documented using a company-approved form when required by Triple C Excavating or applicable regulations.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees must wear appropriate PPE for the work being performed.

Required PPE may include:

- Hard hat
- Safety glasses or approved eye protection
- High-visibility clothing or vest
- Work gloves appropriate for the task
- Steel-toe or safety-toe work boots
- Hearing protection
- Respiratory protection when required and properly approved
- Fall protection when required
- PPE identified by the supervisor or job hazard assessment
- OSHA specific safety protection

Employees are responsible for properly caring for and using company-provided PPE. Damaged or worn PPE must be reported and replaced.

HEAVY EQUIPMENT SAFETY

Only trained and authorized employees may operate company equipment.

This includes, but is not limited to:

- Excavators
- Skid steers
- Loaders
- Bulldozers
- Backhoes

- Dump trucks
- Trailers
- Compact equipment
- Attachments and other powered equipment

Before operating equipment, employees must:

1. Complete a proper pre-operation inspection.
2. Check for leaks, damage, loose components, and other defects.
3. Verify that safety devices and guards are functioning.
4. Make sure the work area is clear of people and obstacles.
5. Confirm that utilities and other known hazards have been identified.
6. Wear required PPE.
7. Use seat belts whenever provided.
8. Operate equipment at a safe speed appropriate for the conditions.

Employees must never allow unauthorized individuals to operate company equipment.

COMPETENT PERSON POLICY

Triple C Excavating will designate a competent person when required for excavation and other applicable work. The competent person must be capable of identifying existing and predictable hazards and have the authority to take prompt corrective action. Required inspections will be completed before employee entry and whenever conditions change. The competent person has the authority to stop work and remove employees from hazardous areas until the hazard has been corrected.

BACKING AND SPOTTER SAFETY

Backing equipment and vehicles presents a significant risk on excavation and construction sites.

Employees must:

- Avoid backing whenever reasonably possible.
- Check the area around equipment before moving.
- Use mirrors, cameras, alarms, and other safety devices properly.
- Use a trained spotter when visibility is limited or when required by the supervisor or site conditions.
- Maintain communication with the equipment operator.
- Never stand directly behind or in the blind spot of moving equipment.
- Never walk or work underneath raised equipment or attachments.

If an operator loses sight of a spotter, the operator must stop until visual or other approved communication is re-established.

EXCAVATION AND TRENCH SAFETY

Excavation and trench work can present serious hazards, including cave-ins, falling materials, hazardous atmospheres, water accumulation, and equipment operating near excavation edges.

Employees must:

- Never enter an excavation or trench unless it has been determined to be safe to enter.
- Review and inspect all areas before each shift. Especially after rain, storms, water accumulation, or other events that could affect conditions.
- Inspect all areas for any possible falling materials/equipment.
- Maintain safe distance for equipment operating near excavation edges.
- Follow all applicable OSHA excavation and trenching requirements.
- Use required protective systems, such as sloping, benching, or protective systems, when required.
- Keep spoil piles, equipment, materials, and other loads away from excavation edges as required.
- Maintain safe access and egress.
- Never work beneath suspended loads or unstable materials.
- Report changing soil conditions, water accumulation, cracks, sloughing, or other hazards immediately.
- Follow competent-person requirements for excavation work.

Employees must never enter an unsafe or unprotected trench simply to save time.

MINNESOTA 811 / UNDERGROUND UTILITY

Triple C Excavating will comply with applicable Minnesota 811 requirements before excavation begins. Employees must verify that required utility locates have been completed and follow applicable precautions around marked utilities. Employees must never assume an area is safe to dig because markings are not visible. If an unidentified utility is discovered or a utility is damaged, employees must immediately stop work, notify management, and follow appropriate emergency and utility procedures.

UNDERGROUND UTILITIES

Before digging, Triple C Excavating will follow applicable requirements for locating underground utilities.

Employees must:

- Verify that required utility locates have been completed before excavation begins.
- Respect all marked utility locations.
- Use appropriate excavation procedures around utilities.
- Immediately report any damaged, exposed, or unmarked utility.
- Never assume that an area is safe to dig simply because markings are not visible.

If an employee is unsure about a utility location or excavation condition, they must stop work and notify their supervisor.

VEHICLE AND ROADWAY SAFETY

Employees operating company vehicles must:

- Possess the appropriate and valid driver's license for the vehicle being operated.
- Wear seat belts at all times.
- Follow posted speed limits and traffic laws.
- Never drive while impaired, distracted, or fatigued to the point that safe operation is affected.
- Never use a handheld phone while driving.
- Inspect vehicles before operation.
- Properly secure tools, equipment, materials, and loads.
- Follow proper trailer connection and towing procedures.

Employees must report vehicle accidents, damage, or mechanical problems immediately.

LOCKOUT/TAGOUT AND EQUIPMENT MAINTENANCE

Employees must not perform maintenance, repairs, or work on equipment that could unexpectedly start, move, or release stored energy unless they are properly trained and authorized. Before servicing equipment, employees must follow applicable lockout/tagout or other energy-control procedures.

Employees must never:

- Work underneath improperly supported equipment.
- Rely solely on hydraulic pressure to support raised equipment.
- Remove guards or safety devices without authorization.
- Attempt repairs beyond their training or authorization.

FALL PROTECTION

Employees working where fall hazards exist must use appropriate fall-protection systems as required by OSHA and company procedures.

Employees must:

- Use approved fall-protection equipment when required.
- Inspect fall-protection equipment before use.
- Use ladders and access equipment properly.
- Never use makeshift platforms or unsafe climbing methods.
- Report damaged ladders, platforms, harnesses, or other fall-protection equipment.

EMERGENCY ACTION PLAN

Triple C Excavating is committed to protecting employees, customers, subcontractors, visitors, and the public during emergencies.

Employees are expected to remain calm, follow emergency procedures, and immediately notify management and emergency responders when an emergency occurs.

Emergency Situations

This Emergency Action Plan applies to emergencies including, but not limited to:

- Fire or explosion
- Serious injury or medical emergency
- Trench or excavation collapse
- Equipment rollover or accident
- Vehicle accident
- Electrical contact or downed power line
- Underground utility strike
- Fuel, chemical, or hazardous-material spill
- Severe weather
- Structural collapse
- Other situations presenting an immediate danger to people or property

Emergency Procedures

When an emergency occurs, employees must:

1. Stop work when it is safe to do so.
2. Warn employees and other individuals in the affected area.

3. Move to a safe location away from the immediate hazard.
4. Call 911 when emergency assistance is necessary.
5. Provide the emergency dispatcher with the job-site location and information about the emergency.
6. Notify the Triple C Excavating supervisor or management as soon as reasonably possible.
7. Follow instructions from emergency responders and supervisors.
8. Do not re-enter an affected area until it has been determined to be safe.

Employees must not place themselves or others in additional danger while attempting to rescue or assist another person.

Emergency Medical Response

For serious injuries or medical emergencies:

- Call 911 when appropriate.
- Provide first aid or CPR only within the employee's level of training.
- Do not move an injured person unless leaving the person in place presents a greater danger.
- Keep the area clear for emergency responders.
- Report the incident to management as soon as possible.
- Complete required incident documentation following the emergency.

Emergency Evacuation

When evacuation is required, employees must leave using the safest available route and report to the designated meeting location.

Employees must not:

- Return to retrieve personal belongings.
- Re-enter an evacuated area without authorization.
- Interfere with emergency responders.
- Leave the designated meeting area until accounted for or released by management.

Emergency Information

- **Emergency:** [911](#)
- **Triple C Excavating Supervisor/Management:** Colt Johnson & Caleb Christofferson
- **Emergency Contact:** _____
- **Designated Emergency Meeting Location:** 7667 Mill ST NE Bemidji MN 56601

Employees are expected to familiarize themselves with emergency procedures and the location of emergency equipment applicable to their job site.

FIRE PREVENTION & EMERGENCY RESPONSE

Employees are responsible for following all fire prevention procedures and immediately reporting fire hazards, smoke, flames, fuel leaks, or other unsafe conditions.

Employees Must:

- Keep work areas clean and free of any unnecessary combustible materials.
- Store gasoline, diesel fuel, oil7s, propane, and other flammable materials in appropriate containers and locations.
- Keep ignition sources away from fuel and other flammable materials.
- Shut down equipment before refueling whenever required by the equipment manufacturer's instructions or company procedures.
- Immediately report fuel, hydraulic, oil, or other flammable-material leaks.
- Keep fire extinguishers accessible and free from obstruction.
- Never smoke or use an open flame near fuel, flammable liquids, combustible materials, or other designated hazardous areas.
- Do not tamper with, remove, or block access to fire extinguishers or other emergency equipment.
- Inspect equipment for conditions that could create a fire hazard, including fuel leaks, electrical problems, overheated components, or excessive buildup of combustible debris.

If a Fire Occurs

Employees who discover a fire, smoke, or an uncontrolled source of heat must:

- **STOP WORK immediately.**
- **Warn others in the immediate area.**
- **Move away from the fire and place yourself in a safe location.**
- **Call [911](#)** when a fire presents a danger to people, equipment, property, or the surrounding area.
- Provide the dispatcher with the job-site location and information about the fire, including whether fuel, propane, chemicals, vehicles, or other hazardous materials may be involved.
- Notify the Triple C Excavating supervisor or management as soon as it is safe to do so.
- Only attempt to extinguish a small, manageable fire if the employee has been trained, the appropriate fire extinguisher is available, and doing so does not place the employee or others at risk.
- **Never attempt to fight a fire that is spreading rapidly, producing significant smoke, involves hazardous materials, or cannot be safely controlled.**
- Evacuate the area and remain at a safe distance until emergency responders determine that it is safe to return.

Equipment or Vehicle Fire

If company equipment, a vehicle, excavator, skid steer, loader, truck, trailer, or other machinery catches fire:

- Stop the equipment immediately when it is safe to do so.
- Shut off the engine if possible without placing yourself in danger.
- Exit the equipment and move to a safe location.
- Stay away from fuel tanks, hydraulic systems, tires, batteries, and other components that may create additional hazards.
- Do not re-enter or restart equipment that has been involved in a fire until it has been inspected and determined to be safe.
- Notify Triple C Excavating management and emergency responders as appropriate.

Fuel or Flammable Material Fire

- If gasoline, diesel, propane, oil, or another flammable material catches fire:
- Move away immediately.
- Warn others and keep unauthorized individuals away.
- Call [911](#).
- Do not attempt to contain or clean up a burning fuel spill unless specifically trained and it is safe to do so.
- Do not use water on a fuel or electrical fire unless specifically appropriate for the situation and the employee is trained to do so.

Emergency Evacuation

Employees must follow supervisor instructions during a fire emergency and evacuate the affected area when directed.

Employees should:

- Use the safest available route away from the fire.
- Never enter a smoke-filled area.
- Never return to the area to retrieve personal belongings.
- Never interfere with emergency responders.
- Report to the designated meeting location when one has been established.
- Remain available for accountability and further instructions.

Emergency Information

- **Emergency:** [911](#)
- **Triple C Excavating Supervisor/Management:** Colt Johnson & Caleb Christofferson
- **Emergency Contact:** _____
- **Designated Emergency Meeting Location:** 7667 Mill ST NE Bemidji MN 56601

Employees are expected to know the location of fire extinguishers, emergency exits/routes, first-aid supplies, and other emergency equipment at the job site when applicable.

Employee Responsibility

Employees are responsible for immediately reporting fire hazards and following all fire-prevention and emergency procedures. No employee is expected to place themselves or another person in danger while attempting to prevent or extinguish a fire.

Safety takes priority over protecting equipment, vehicles, tools, materials, or property.

CHAINSAW AND TREE-CLEARING SAFETY

Tree clearing and chainsaw operations can expose employees to falling trees, limbs, kickback, cuts, struck-by hazards, equipment, uneven terrain, and other serious hazards.

Only employees who are trained and authorized may operate chainsaws or perform specialized tree-clearing activities.

Before Cutting

Employees must:

- Inspect the chainsaw before use.
- Verify that safety devices are functioning.
- Inspect the chain, bar, chain brake, throttle, and controls.
- Wear required PPE.
- Identify overhead and nearby hazards.
- Establish a safe work area.
- Determine the intended direction of the tree fall.
- Identify an appropriate escape route.
- Maintain communication with other employees.
- Ensure unauthorized individuals remain outside the work area.

Required PPE

Depending on the task, PPE may include:

- Hard hat
- Safety glasses or face protection
- Hearing protection
- Work gloves
- Chainsaw-protective leg protection when required
- Safety-toe boots
- High-visibility clothing

Safe Chainsaw Practices

Employees must:

- Maintain firm control of the chainsaw.
- Use both hands when operating the saw.
- Be aware of kickback hazards.
- Keep both feet on stable ground.
- Maintain a safe working position.
- Shut off or properly secure the chainsaw before carrying or transporting it.
- Never operate a chainsaw while impaired.
- Never cut above shoulder height unless the equipment and procedure are specifically designed and approved for that operation.
- Maintain safe separation from other employees.

Tree Felling

Before felling a tree, employees must evaluate:

- Tree condition
- Lean
- Dead limbs
- Wind
- Nearby structures
- Power lines
- Other trees
- Equipment
- Escape routes
- Terrain

Employees must never stand directly behind a tree while it is being felled and must move to a safe location once the tree begins to fall.

Dangerous Trees

Employees must not attempt to cut trees that are unstable, hung up, severely damaged, or otherwise dangerous unless they are properly trained and the operation can be safely controlled. Employees must never stand underneath a hung-up tree or attempt to pull or push a dangerous tree using unsafe methods. Supervisors may stop tree-clearing operations when conditions become unsafe.

ELECTRICAL AND OVERHEAD POWER LINE SAFETY

Triple C Excavating recognizes the serious hazards associated with electrical systems, underground utilities, overhead power lines, and electrical equipment. Employees must treat all electrical lines and equipment as energized unless properly verified otherwise by an authorized person or utility provider.

Before Work Begins

Employees and supervisors must identify known electrical hazards before beginning work.

This includes identifying:

- Overhead power lines
- Underground electrical utilities
- Electrical service lines
- Temporary electrical systems
- Generators
- Electrical equipment
- Other potential sources of electrical energy

Employees must maintain required clearances from overhead power lines and follow applicable OSHA requirements and utility-provider requirements.

Equipment Near Power Lines

Employees operating excavators, loaders, cranes, dump trucks, booms, trees, or other equipment near overhead lines must remain aware of the equipment's height, reach, movement, and operating area.

Employees must:

- Maintain required clearance from overhead lines.
- Use a spotter when appropriate.
- Keep booms, buckets, loads, trees, and other objects away from power lines.
- Stop work when required clearance cannot be maintained.
- Notify the supervisor when electrical hazards cannot be safely controlled.

Contact With a Power Line

If equipment contacts an energized power line:

- The operator should remain in the equipment unless remaining inside creates an immediate life-threatening hazard.
- Warn everyone to stay away from the equipment.
- Do not allow anyone to touch the equipment or the person inside it.
- Call 911 and the appropriate utility company.
- Do not attempt to remove the line.
- Do not approach the equipment until the utility company confirms that the electrical hazard has been controlled.

If the operator must exit because of an immediate danger such as fire, the operator should follow emergency procedures and avoid simultaneous contact with the equipment and ground.

Downed Power Lines

Employees must stay away from downed electrical lines and treat them as energized.

Employees must not:

- Touch a downed line.
- Move a line with equipment.
- Approach a vehicle or machine that may be energized.
- Assume a line is safe because it is not sparking.

Employees must immediately notify management and emergency responders.

Electrical Safety

Employees may not perform electrical work unless they are properly trained, authorized, and qualified to perform the task. Damaged electrical cords, tools, outlets, or equipment must be removed from service and reported.

DEMOLITION AND LAND CLEARING

Demolition and land-clearing work can involve unstable structures, falling materials, trees, limbs, equipment, utilities, and debris.

Employees must:

- Follow the supervisor's site-specific safety plan.
- Maintain safe distances from demolition and clearing operations.
- Never enter an unstable structure unless specifically authorized and properly trained.
- Maintain awareness of falling trees, limbs, debris, and equipment.
- Keep unauthorized people away from active work areas.
- Use required PPE.
- Identify overhead and underground utilities before beginning work.
- Follow proper procedures for handling and removing debris.

RESPIRATORY PROTECTION

Triple C Excavating will take reasonable steps to prevent employee exposure to airborne contaminants and will follow applicable OSHA respiratory-protection requirements when respirator use is required.

Potential Respiratory Hazards

Employees may encounter airborne hazards including:

- Silica dust
- Dirt and dust
- Smoke
- Chemical vapors
- Exhaust
- Mold or biological contaminants
- Other airborne substances

Employee Requirements

Employees must:

- Use required engineering controls and ventilation.
- Follow applicable exposure-control procedures.
- Use respiratory protection when required.
- Never use a respirator unless they are properly trained and authorized when the applicable requirements require those measures.
- Report breathing difficulties or suspected exposure immediately.
- Maintain respirators as instructed.
- Inspect respiratory equipment before use.

Required Respirator Program

When respirator use is required by the applicable OSHA standard or company program, Triple C Excavating will follow applicable requirements for:

- Medical evaluation
- Proper respirator selection
- Fit testing when required
- Employee training
- Cleaning and maintenance
- Storage
- Inspection
- Program evaluation

Employees must not modify respirators or use damaged respiratory-protection equipment. Employees with questions about respiratory protection must contact their supervisor before performing the task.

RESPIRABLE CRYSTALLINE SILICA SAFETY

Triple C Excavating recognizes that employees may encounter respirable crystalline silica during activities involving concrete, brick, block, stone, rock, masonry, or other silica-containing materials. Exposure to respirable silica dust can cause serious health effects. Employees must follow applicable OSHA silica requirements and company procedures whenever work may create respirable silica dust.

Activities That May Create Silica Exposure

Potential exposure may occur during:

- Concrete cutting
- Concrete breaking or demolition
- Saw cutting
- Drilling
- Grinding
- Crushing
- Chipping
- Masonry work
- Rock or aggregate handling
- Other activities that create respirable dust

Employee Requirements

Employees must:

- Follow applicable silica exposure-control procedures.
- Use required engineering controls and dust-suppression methods.
- Use wet methods when required or appropriate.
- Use required local exhaust or other dust-control systems.
- Wear required PPE.
- Use respiratory protection when required and when properly authorized and trained.
- Avoid unnecessary exposure to airborne dust.
- Do not use compressed air to clean silica-containing dust unless permitted by applicable requirements.
- Report damaged or ineffective dust-control equipment.
- Report excessive dust or unsafe conditions to a supervisor.

Employees must not intentionally bypass or disable dust-control measures.

Housekeeping

Dust and debris containing silica must be controlled using appropriate methods. Dry sweeping or other methods that unnecessarily place silica dust into the air should be avoided when safer methods are available.

Training

Employees performing work with potential silica exposure will receive applicable training regarding:

- Silica hazards
- Exposure-control methods
- PPE
- Respiratory protection when applicable
- Safe work practices
- Reporting exposure concerns

Triple C Excavating will follow applicable OSHA requirements for employee protection and exposure control.

SEPTIC AND SANITATION WORK

Employees performing septic installation, repair, or related work must follow appropriate safety procedures for excavation, confined spaces, biological hazards, and contaminated materials.

Employees must:

- Wear appropriate PPE.
- Avoid unnecessary contact with sewage or contaminated materials.
- Wash hands and exposed skin thoroughly after working around septic systems.
- Never enter a septic tank, manhole, or other confined space unless specifically authorized and all required confined-space procedures are followed.
- Report spills, exposure incidents, or unsafe conditions immediately.

HAZARD COMMUNICATION

Employees must comply with all Hazard Communication (HazCom) requirements to ensure the safe handling, use, storage, and disposal of hazardous chemicals in the workplace. This includes understanding chemical labeling systems, reviewing Safety Data Sheets (SDS), using appropriate personal protective equipment (PPE), and following established procedures for handling hazardous substances. Employees are responsible for knowing the hazards associated with the chemicals they work with, participating in required training, and immediately reporting any chemical spills, exposures, missing labels, or unsafe conditions. Adhering to Hazard Communication standards helps protect employees, patients, visitors, and the environment from potential chemical hazards.

ALCOHOL, DRUGS, AND IMPAIRMENT

Employees must report to work fit for duty and capable of safely performing their assigned responsibilities.

The use, possession, distribution, or being under the influence of illegal drugs or alcohol while working, operating company equipment, driving company vehicles, or representing Triple C Excavating is prohibited. Employees must not perform safety-sensitive work while impaired by any substance or condition that could affect their ability to work safely.

UNSAFE CONDUCT

Fighting, threats, weapons, practical jokes, sexual harassment, reckless behavior, or intentionally creating unsafe conditions are prohibited. Employees are expected to always maintain a professional and safety-conscious work environment.

WEATHER AND ENVIRONMENTAL CONDITIONS

Triple C Excavating prioritizes employee safety during severe or changing weather conditions. Supervisors may modify, delay, or stop work when weather creates an unsafe condition. Employees must take appropriate precautions during extreme heat, cold, lightning, high winds, heavy rain, snow, ice, or other severe weather. Employees should report symptoms of heat or cold stress and unsafe weather conditions immediately.

Employees must remain aware of changing weather and site conditions, including:

- Lightning
- Extreme heat or cold
- High winds
- Heavy rain
- Snow and ice
- Mud and unstable ground
- Reduced visibility

HOUSEKEEPING AND JOB-SITE SAFETY

Employees are expected to keep job sites clean and organized. Tools, materials, hoses, cords, debris, and other items must be stored or placed in a manner that does not create unnecessary hazards.

At the end of each workday, employees should make reasonable efforts to:

- Secure equipment.
- Properly store tools and materials.
- Remove unnecessary debris.
- Maintain safe access routes.
- Secure the work area from unauthorized individuals.
- Leave the site in a safe condition.

SUBCONTRACTORS AND VISITORS

All subcontractors and visitors entering Triple C Excavating job sites are required to comply with all company safety policies, procedures, and site-specific requirements. Prior to accessing the work area, subcontractors and visitors must check in with the designated site representative, receive any required safety orientation, and wear appropriate personal protective equipment (PPE) as directed. Subcontractors are responsible for ensuring their employees follow all OSHA regulations and Triple C Excavating safety standards while on site. Visitors must remain within authorized areas and be escorted when required. Any unsafe conditions, incidents, injuries, or safety concerns must be reported immediately to site management. Compliance with these requirements is essential to maintaining a safe and productive work environment for all personnel on the job site.

ACCIDENT, INJURY, AND NEAR-MISS REPORTING

All workplace injuries, accidents, property damage, and near-miss incidents must be reported to a supervisor as soon as possible. Employees must not hide or fail to report an incident. When an incident occurs, Triple C Excavating will determine what happened and take reasonable steps to prevent similar incidents from occurring in the future. Emergency medical treatment should always be sought when necessary. For emergencies, employees should call **911** when appropriate.

Emergency Contact: _____

Nearest Medical Facility: Sanford Bemidji Medical Center & Sanford Bemidji Occupational Medicine

Supervisor to help with Workers' Compensation: Colt Johnson 218-308-0264

FIRST AID PROCEDURES

Employees must know how to respond to emergencies and the location of available first aid supplies and emergency equipment. Employees should call 911 in a serious emergency. Employees will provide assistance within their level of training and notify Triple C Excavating's management as soon as possible. Employees must report workplace injuries, exposures, and accidents promptly. Employees should not place themselves in danger while attempting to assist another person.

SAFETY MEETINGS AND TRAINING

Triple C Excavating may conduct safety meetings, toolbox talks, equipment training, or other safety training as needed. Employees are expected to participate and follow instructions provided during training.

Training may include, but is not limited to:

- Excavation and trench safety
- Equipment operation
- PPE
- Hazard communication
- Utility locating
- First aid/CPR
- Fall protection
- Vehicle safety
- Emergency procedures
- Job-specific hazards

RIGHT TO STOP WORK

Every Triple C Excavating employee has the right and responsibility to stop work if they believe a situation presents an immediate danger to themselves or another person. Employees **will not be expected** to knowingly perform work that is unsafe. Employees should immediately notify their supervisor when work is stopped due to a safety concern so the hazard can be evaluated and corrected.

WORKPLACE VIOLENCE PREVENTION

Triple C Excavating is committed to maintaining a workplace free from threats, violence, intimidation, and other behavior that creates an unsafe working environment. Threatening or violent behavior will not be tolerated.

Prohibited Conduct

Employees may not:

- Threaten another person.
- Engage in fighting or physical violence.
- Intentionally intimidate or harass another person.
- Make threats of violence.
- Bring or use weapons in violation of applicable law or company policy.
- Engage in conduct intended to create fear or an unsafe work environment.
- Use company equipment or vehicles to intentionally threaten or harm another person.

Reporting

Employees are encouraged and expected to immediately report:

- Threats
- Acts of violence
- Suspicious behavior
- Intimidation
- Weapons-related concerns
- Other conduct that could reasonably create a safety risk

Employees should report concerns to a supervisor or management. If there is an immediate threat of violence or serious danger, employees should move to a safe location and call 911.

Response to Violence

Employees should not attempt to physically intervene in a violent situation unless necessary to protect themselves or another person from immediate harm and it is safe and appropriate to do so. Management will evaluate reported concerns and take appropriate action. Triple C Excavating prohibits retaliation against employees who report legitimate safety or workplace-violence concerns. Safety concerns will be addressed as promptly as reasonably possible.

DISCIPLINARY ACTION

Failure to follow this safety policy or other company safety requirements may result in disciplinary action, up to and including termination of employment. Serious violations, intentional unsafe conduct, or knowingly placing another person in danger may result in immediate disciplinary action. Triple C Excavating reserves the right to address safety violations based on the circumstances of each situation.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received and reviewed the Triple C Excavating LLC Employee Safety Policy. I understand that safety is a condition of employment and that I am responsible for following company safety rules and procedures.

I understand that I have a responsibility to report unsafe conditions, injuries, accidents, property damage, and near misses to my supervisor.

I understand that I may stop work when I reasonably believe an immediate safety hazard exists and that I am expected to communicate the concern to my supervisor.

I understand that this policy does not replace applicable federal, state, or local laws and regulations, and that I am responsible for following all applicable safety requirements.

I understand that I am responsible for asking questions if I do not understand a safety rule, procedure, instruction, or hazard associated with my work.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____