



# SAFETY & HEALTH PROGRAM

## COMPLETE COMBINED EDITION

Commercial General Contracting + Project Management | Renovations | Tenant Improvements | Facility Upgrades | Occupied-Space Construction | Design-Build | Ground-Up

### TME GROUP SAFETY COMMITMENT

TME Group LLC plans and manages work so employees, subcontractors, clients, occupants, inspectors, visitors, and the public are protected from preventable injury, illness, property damage, and environmental harm. Safety is a condition of work and takes precedence over schedule pressure or production convenience.

**2026 EDITION | REVISION 1.0**

Effective August 30, 2026

**TME GROUP LLC**

[www.tmeg.us](http://www.tmeg.us) | 845-721-3921

[edavis@tmeg1.com](mailto:edavis@tmeg1.com)

# TME GROUP SAFETY & HEALTH PROGRAM

## COMPLETE MANUAL + COMPANION WEBSITE



COMPLETE  
DELIVERABLES  
PREVIEW



**SAFETY & HEALTH MANUAL**  
Comprehensive, construction-focused policies and procedures aligned with federal and industry standards.



**DRUG-FREE WORKPLACE POLICY**  
Clear expectations, testing protocols, and support resources for a safe, substance-free workplace environment.



**EMERGENCY RESPONSE**  
Prepared for the unexpected with evacuation plans, contacts, and step-by-step response guidance.



**FIELD FORMS & CHECKLISTS**  
Practical, easy-to-use forms to document safety and drive accountability in the field.



ONE PROGRAM. ONE STANDARD. ONE TEAM.

Building Safely. Delivering Excellence.

tmeq.us | 845-721-3921

# ONE SAFETY PROGRAM

Manual + digital safety center + website-ready publishing assets

## Safety & Health Manual

### FIELD-READY CONSTRUCTION PROGRAM

- Leadership, stop-work authority, JHA/JSA and subcontractor controls
- Fall, electrical, excavation, silica, hot-work and equipment safety
- Emergency response, incident reporting and OSHA recordkeeping
- Drug, alcohol and substance-free workplace / fitness-for-duty policy
- Construction-site testing and special-inspection coordination
- Field forms, permits, checklists and acknowledgment pages

## Digital Safety Center

### WEBSITE-READY COMPANION

- Branded safety landing page for TME Group
- Quick-access link to the Safety & Health Manual PDF
- Website button/snippet ready for the site administrator
- Mobile-friendly layout with TME blue/gold branding
- Public-facing safety commitment and core controls

## Recommended website deployment

**Safety page:** <https://www.tmeg.us/safety/>

**Manual PDF:** [https://www.tmeg.us/documents/TME\\_Group\\_Safety\\_Health\\_Manual\\_2026.pdf](https://www.tmeg.us/documents/TME_Group_Safety_Health_Manual_2026.pdf)

These addresses become active only after the website files are published to the TME hosting/CMS.

## Included inside this combined PDF

- Complete 27-page TME Group Safety & Health Manual
- Professional program cover and visual overview
- Embedded editable Word manual (.docx)
- Embedded website safety page (.html)
- Embedded website button/link snippet (.txt)

Embedded attachments are available through the attachment/paperclip panel in compatible PDF viewers.



# SAFETY & HEALTH MANUAL

## Commercial General Contracting + Project Management

Renovations | Tenant Improvements | Facility Upgrades | Occupied-Space | Design-Build | Ground-Up

**2026 EDITION | REVISION 1.0**

Effective August 30, 2026

### COMPANY SAFETY COMMITMENT

TME Group LLC is committed to planning and performing work so that employees, subcontractors, clients, occupants, inspectors, testing personnel, visitors, and the public are protected from preventable injury, illness, property damage, and environmental harm. Safety is a condition of work and takes precedence over schedule pressure or production convenience.

**Edward Davis | CEO | TME Group LLC**

845-721-3921 | [edavis@tmeg1.com](mailto:edavis@tmeg1.com) | [www.tmeg.us](http://www.tmeg.us)

This manual establishes TME Group LLC baseline safety policy. It does not replace project-specific hazard assessments, permits, owner/CM requirements, collective bargaining obligations, or applicable federal, state, and local law. Where requirements differ, the more protective applicable requirement governs.

## Document Control & Approval

|                              |                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Document</b>              | TME Group LLC Safety & Health Manual                                                                                    |
| <b>Revision</b>              | 1.0                                                                                                                     |
| <b>Effective Date</b>        | August 30, 2026                                                                                                         |
| <b>Owner</b>                 | TME Group LLC                                                                                                           |
| <b>Program Administrator</b> | Designated by TME Management / project-specific competent persons                                                       |
| <b>Review Cycle</b>          | At least annually and after a serious incident, major scope change, or material regulatory change                       |
| <b>Applies To</b>            | TME employees, temporary staff, and TME-controlled work activities; subcontractor requirements are addressed separately |

## Management Approval

|                              |       |
|------------------------------|-------|
| Edward Davis, CEO            | Date  |
| Signature: _____             | _____ |
| Safety Program Administrator | Date  |
| Signature: _____             | _____ |

### IMPLEMENTATION NOTE

This 2026 edition is written for TME Group LLC current commercial general contracting and project-management operations. Before formal adoption, employment counsel or qualified HR counsel should review the substance-testing provisions for each jurisdiction in which TME operates, especially New Jersey cannabis requirements and any federal, DOT, union, owner, or project-specific testing rules.

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## TME Safety Non-Negotiables

### EVERY PERSON HAS STOP-WORK AUTHORITY

If work cannot be performed safely, stop the task, make the area safe, notify supervision, and do not resume until the hazard is controlled. No retaliation is permitted for a good-faith safety stop or hazard report.

| #  | Rule                       | What it means                                                                                                                                                                                      |
|----|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Plan the task              | Complete a pre-task JHA/JSA when conditions, sequence, crews, equipment, or hazards warrant it.                                                                                                    |
| 2  | Wear required PPE          | Hard hat, safety glasses, work boots and high-visibility apparel are baseline on active construction sites unless a site-specific assessment establishes otherwise.                                |
| 3  | Protect against falls      | Provide fall protection at 6 ft or more above lower levels where OSHA construction rules require it; scaffold fall protection generally applies above 10 ft.                                       |
| 4  | Use ladders correctly      | Inspect before use; maintain three points of contact; use the proper angle; extend access ladders at least 3 ft above the landing when required.                                                   |
| 5  | Respect trenches           | A competent person controls excavation work. Protective systems are required at 5 ft or more unless an exception applies; trenches 4 ft or deeper require safe egress within 25 ft lateral travel. |
| 6  | Control energy             | De-energize, lock/tag or otherwise isolate hazardous energy before servicing or exposure to energized components unless an approved exception applies.                                             |
| 7  | Stay out from under loads  | Never stand, pass, or work under suspended loads. Barricade lift zones and use qualified rigging/signaling personnel.                                                                              |
| 8  | Control dust and chemicals | Use silica controls, ventilation, wet methods, HEPA collection, SDS information, and respiratory protection as required.                                                                           |
| 9  | Work unimpaired            | No alcohol, illegal drugs, misuse of medication, cannabis impairment, or other intoxicating impairment while working, driving, operating equipment, or representing TME on duty.                   |
| 10 | Report everything          | Immediately report injuries, near misses, property damage, unsafe conditions, and environmental releases so causes can be corrected before recurrence.                                             |

# PROGRAM MANAGEMENT

Leadership, planning, worker participation, subcontractor coordination, and protection of occupied facilities.

## 1.0 Purpose, Scope & Policy Hierarchy

This manual establishes TME Group LLC baseline requirements for commercial general contracting, project management, renovations, tenant improvements, facility upgrades, occupied-space work, design-build, small ground-up construction, and related construction-site coordination. It applies to TME-controlled activities and is intended to integrate with owner, CM, subcontractor, jurisdictional, and project-specific requirements.

- **More protective requirement controls.** If OSHA, state/local law, owner/CM rules, a project Site Safety Plan, manufacturer instructions, or a subcontractor-specific program is more protective, the more protective applicable requirement must be followed.
- **Project-specific planning is mandatory.** This manual is not a substitute for task-specific permits, competent-person determinations, engineered plans, exposure-control plans, lift plans, confined-space permits, fall-rescue plans, or JHA/JSA documentation.
- **No production exception.** Schedule, cost, client pressure, or convenience never authorizes bypassing a safeguard or working outside a safe method.

Primary regulatory references: 29 CFR 1926.20; OSHA Recommended Practices for Safety and Health Programs in Construction.

## 2.0 Leadership, Responsibilities & Competent Persons

TME safety performance depends on clear authority, field accountability, and qualified persons assigned to control recognized hazards.

### Corporate Management

- Provide resources, enforce policy, review serious incidents, designate a Safety Program Administrator, and ensure project leadership has authority to stop work and correct hazards.

### Project Manager

- Integrate safety into planning, procurement, subcontractor scope, logistics, sequencing, owner coordination, documentation, and schedule decisions.

### Superintendent / Site Supervisor

- Lead daily field safety, conduct or verify pre-task planning, coordinate trades, maintain safe access, verify required inspections, stop unsafe work, and document corrective action.

### Competent Person

- Where OSHA requires a competent person, TME or the responsible subcontractor must designate a person capable of identifying existing and predictable hazards and authorized to take prompt corrective measures. Designation must match the specific standard and task.

### Employees

- Follow training and work rules, inspect assigned equipment, use PPE, report hazards/incidents, participate in JHAs, and stop work when a serious hazard is not controlled.

### Subcontractors

- Remain responsible for their employees, means and methods, competent/qualified persons, training, equipment, and regulatory compliance while coordinating with TME site controls.

Primary regulatory references: 29 CFR 1926.20, 1926.21, 1926.32(f).

### 3.0 Stop-Work Authority, Worker Participation & Non-Retaliation

Every TME employee and every worker on a TME-controlled site may call a good-faith safety stop when an imminent or uncontrolled hazard is observed. The stop should be focused on the affected task or area, not broader than necessary to protect people.

- Secure the area, warn affected workers, and notify the superintendent or project lead.
- Identify the hazard and select controls using the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, then PPE.
- Resume only after the responsible supervisor/competent person confirms adequate controls are in place.
- Workers may report injuries, illnesses, near misses, unsafe conditions, and safety concerns without retaliation or intimidation.
- Safety incentives, discipline, or drug testing must never be administered in a manner intended to suppress injury reporting.

Primary regulatory references: OSH Act Section 11(c); 29 CFR 1904.35(b)(1)(iv); OSHA Recommended Practices - Worker Participation.

### 4.0 Preconstruction Safety Planning, JHA/JSA & Daily Pre-Task Planning

Project safety begins before mobilization. TME will identify major exposures, required permits, occupied-space interfaces, owner restrictions, emergency resources, and high-risk work before field execution.

#### Preconstruction Review

- Scope and phasing; site access; public/occupant separation; temporary power; fall exposures; crane/rigging; excavation; demolition; silica; hazardous materials; confined spaces; hot work; shutdowns; emergency response; testing/inspection access; site-specific training; permits and responsible competent persons.

#### JHA/JSA Trigger

- Complete or update a JHA/JSA before non-routine or high-hazard tasks, when conditions change, after a near miss, when new equipment/chemicals are introduced, or when the superintendent determines the task warrants formal review.

#### Daily Pre-Task Planning

- Crew reviews the day's steps, hazards, controls, PPE, access/egress, adjacent trades, weather, emergency actions, and stop-work expectations before starting.

Primary regulatory references: 29 CFR 1926.20(b), 1926.21(b); OSHA Job Hazard Analysis guidance.

### 5.0 Subcontractor Safety Management

TME will use subcontractor prequalification, scope alignment, orientation, coordination, observations, and corrective-action tracking to manage multi-employer project risk. TME coordination does not relieve any subcontractor of its employer-specific obligations.

- Before work, subcontractors provide competent/qualified person information and required project safety documentation for their scope.
- Subcontractors must communicate hazardous work that can affect others, including energized work, hot work, overhead work, silica-generating tasks, lifts, excavation, shutdowns, and restricted areas.
- TME may stop subcontractor work for unsafe conditions and require corrective action before restart.
- Repeated or serious violations may result in removal of personnel, suspension of work, or contractual remedies consistent with the subcontract and law.
- Subcontractor incidents and near misses must be promptly reported to TME when they occur on the project or affect project operations.

Primary regulatory references: OSHA multi-employer worksite policy; applicable 29 CFR 1926 standards by scope.

## 6.0 Site Orientation, Visitors & Public Protection

Access controls must protect workers, owners, occupants, visitors, inspectors, delivery drivers, and the public from active construction hazards.

- Provide site orientation appropriate to role and exposure before unescorted access to active work areas.
- Maintain barriers, signage, controlled entrances, clear emergency egress, and overhead/falling-object protection where required.
- Visitors must follow PPE and escort rules. Children and unauthorized persons are not permitted in active construction areas.
- Deliveries must be coordinated so backing, unloading, suspended loads, and material staging do not endanger pedestrians or occupants.
- Never block required exits, fire protection equipment, accessibility routes, or emergency response access without approved temporary arrangements.

## 7.0 Occupied-Space Construction & Facility Coordination

TME frequently works in active commercial and institutional environments. Occupant protection and continuity of owner operations must be built into logistics and sequencing.

- Use physical separation, dust containment, negative-air/filtration when warranted, controlled access, housekeeping, and safe temporary paths.
- Coordinate shutdowns of electrical, fire alarm, sprinkler, HVAC, plumbing, life-safety, security, and access-control systems in advance with the owner and affected trades.
- Maintain required fire/life-safety protection or establish approved impairment procedures and fire watch when systems are disabled.
- Plan noisy, dusty, odorous, or disruptive work around owner operations when feasible; communicate changes before work starts.
- Protect finished surfaces, occupied areas, and public routes from debris, falling objects, sparks, fumes, and construction traffic.

# CORE FIELD CONTROLS

Baseline controls for PPE, access, fall hazards, tools, power, equipment, and material movement.

## 8.0 Personal Protective Equipment

PPE is the last line of defense and must be selected based on a hazard assessment. TME and each subcontractor must provide, maintain, and enforce required PPE for their employees as applicable.

- Baseline active-site PPE normally includes hard hat, safety glasses with side protection, work boots, and high-visibility apparel; task/site requirements may be more stringent.
- Use gloves appropriate to the hazard. Do not wear gloves around rotating machinery where entanglement risk is increased.
- Use face shields, goggles, hearing protection, respiratory protection, cut-resistant PPE, arc-rated/electrical PPE, or fall-protection equipment when required by the task assessment and applicable standards.
- Damaged, contaminated, expired, or modified PPE must be removed from service.
- Personal fall-arrest equipment requires documented inspection and must be compatible with the anchorage and system design.

Primary regulatory references: 29 CFR 1926 Subpart E; 29 CFR 1910 Subpart I where applicable.

## 9.0 Housekeeping, Access & Walking-Working Surfaces

Good housekeeping is an active hazard-control method, not a cleanup step at the end of the day.

- Keep aisles, stairs, ladders, exits, fire equipment, electrical panels, and access to valves/shutoffs unobstructed.
- Remove scrap, protruding fasteners, cords, packaging, spilled liquids, and debris as work progresses.

- Cover, guard, or barricade floor openings and holes as required. Covers must be secured and capable of supporting expected loads.
- Provide adequate illumination for access, work areas, stairs, and egress.
- Route hoses and cords to minimize trip hazards and protect them from damage.

## 10.0 Fall Protection

Falls remain a leading construction hazard. TME requires planned protection before exposure occurs.

### KEY THRESHOLD

For construction work, employees on walking/working surfaces with unprotected sides or edges 6 ft or more above a lower level generally require fall protection under 29 CFR 1926.501. Specific standards and exceptions govern individual tasks.

### Planning

- Use guardrails, covers, scaffolds, aerial lifts, personal fall arrest, travel restraint, positioning, or other compliant systems. Select anchorage and system components before work begins.

### Personal Fall Arrest

- Only trained workers may use systems. Inspect before use. Maintain compatibility, proper anchorage, adequate fall clearance, and prompt rescue capability. Equipment subjected to a fall arrest is removed from service until disposition by a competent person/manufacture criteria.

### Openings / Skylights

- Treat skylights and floor/roof openings as fall hazards unless protected by compliant covers, guardrails, or other approved means.

### Falling Objects

- Use toeboards, screens, barricades, controlled zones, tethering where appropriate, and material setbacks to protect people below.

Primary regulatory references: 29 CFR 1926.500-.503, especially 1926.501 and 1926.502.

## 11.0 Ladders & Stairways

Ladders are access equipment, not a substitute for scaffolds or lifts when the task requires extended work, side loading, or two-handed force.

- Inspect ladders before use and remove damaged ladders from service.
- Use the correct type, length, duty rating, and nonconductive ladder where electrical exposure exists.
- Maintain three points of contact while climbing and keep the body centered between side rails.
- Do not stand on prohibited steps or the top cap of a stepladder; do not use folded stepladders as leaning ladders unless designed for that use.
- Non-self-supporting ladders should be set approximately 4:1. When used for upper-level access, side rails must extend at least 3 ft above the landing, or equivalent secure access provisions must be provided.
- Secure ladders where displacement is possible and keep bases clear of traffic or barricade the area.

Primary regulatory references: 29 CFR 1926 Subpart X, including 1926.1053.

## 12.0 Scaffolds

Scaffolds must be designed, erected, moved, altered, used, and dismantled under the requirements applicable to the scaffold type and under competent-person oversight.

- Inspect scaffolds and components before each work shift and after events that could affect structural integrity.
- Use proper base plates/mud sills, bracing, planking, access, guardrails, and load limits. Do not use cross braces as access unless designed for it.
- Employees on scaffolds more than 10 ft above a lower level require fall protection as specified by the scaffold standard.

- Keep scaffolds and conductive materials away from energized lines/equipment based on required clearances.
- Do not move mobile scaffolds with workers riding unless the specific requirements for safe movement are met.

Primary regulatory references: 29 CFR 1926 Subpart L, especially 1926.451-.454.

## 13.0 Aerial Lifts / MEWPs

Only trained and authorized personnel may operate aerial lifts, boom lifts, scissor lifts, and other mobile elevating work platforms.

- Conduct pre-use inspection and function tests; inspect the travel path and work area for holes, slopes, overhead obstructions, electrical hazards, drop-offs, and unstable surfaces.
- Use manufacturer-required fall protection and keep feet on the platform floor. Do not climb rails or use ladders on the platform.
- Maintain required electrical clearances. Aerial equipment is not considered insulated unless specifically designed, maintained, and used as such.
- Use a spotter when visibility, congestion, overhead hazards, or proximity to people/property warrants it.
- Lower or secure equipment and remove keys/control access when unattended.

Primary regulatory references: 29 CFR 1926.453 and applicable ANSI/manufacture instructions.

## 14.0 Electrical Safety & Temporary Power

Electrical hazards must be controlled by de-energizing whenever feasible and by using qualified persons, protective devices, inspections, and safe temporary-power practices.

- Use GFCI protection for construction temporary power as required; inspect cords, plugs, tools, panels, and receptacles before use.
- Protect temporary cords from physical damage, water, traffic, sharp edges, and pinch points. Do not use damaged cords or improvised repairs.
- Maintain covers on panels and boxes; label circuits; keep working clearances unobstructed.
- Only qualified persons may perform work on or near exposed energized electrical parts where qualification is required.
- Verify absence of voltage using properly rated test equipment before treating equipment as de-energized.

Primary regulatory references: 29 CFR 1926 Subpart K; NFPA 70E where adopted/required by the controlling electrical safety program.

## 15.0 Energy Isolation / Lockout-Tagout

Unexpected energization, startup, pressure release, gravity movement, or stored energy must be prevented before servicing, maintenance, demolition interfaces, or other exposure to hazardous energy.

- Identify all energy sources, including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravity, and stored pressure.
- De-energize and isolate using locks/tags, disconnects, blocking, blanking, valve controls, or other methods appropriate to the equipment and governing standard.
- Each authorized worker applies personal lock/tag controls where the applicable procedure requires individual control.
- Verify zero-energy state before work; control stored energy and re-verify if it can reaccumulate.
- Coordinate group lockout and multi-employer energy-control procedures so responsibilities are clear before work begins.

Primary regulatory references: 29 CFR 1926 Subpart K and equipment/task-specific construction standards; 29 CFR 1910.147 where applicable.

## 16.0 Hand & Power Tools

Use the right tool for the task, maintain guards and safety features, and inspect equipment before use.

- Remove defective tools from service and tag or otherwise prevent reuse until repaired or disposed.
- Guards, handles, trigger locks, anti-kickback features, and manufacturer safety devices may not be bypassed.
- Disconnect or isolate energy before changing blades/bits or clearing jams unless the manufacturer provides a safe alternative procedure.
- Use appropriate eye/face/hearing protection and dust controls for grinding, cutting, drilling, chipping, and similar work.

- Powder-actuated tools may be used only by trained/authorized operators and require controlled access and inspection.

Primary regulatory references: 29 CFR 1926 Subpart I.

## 17.0 Heavy Equipment, Mobile Equipment & Traffic Control

Equipment movement is planned to separate people from struck-by and caught-between hazards.

- Operators must be trained/authorized for assigned equipment and complete required pre-use inspections.
- Use seat belts where provided. Do not carry unauthorized passengers.
- Establish backing controls: spotters, cameras/alarms, one-way routes, exclusion zones, or other measures appropriate to site conditions.
- High-visibility apparel is required when exposed to public vehicular traffic or moving equipment where visibility is a hazard.
- Keep workers outside swing radius, pinch points, counterweight zones, and areas where loads/materials can shift.
- Park safely: lower attachments, set brakes, chock when needed, and control keys/ignition.

Primary regulatory references: 29 CFR 1926 Subparts G, O, and W as applicable.

## 18.0 Cranes, Hoisting, Rigging & Suspended Loads

Lifting operations require qualified personnel, inspected equipment, controlled lift zones, and clear communication.

- Use operators, signal persons, riggers, inspectors, and lift directors meeting the qualification requirements applicable to the equipment and work.
- Inspect rigging before use. Remove damaged slings, hardware, hooks, shackles, and below-the-hook devices from service.
- Know load weight, capacity, configuration, center of gravity, radius, ground conditions, power-line exposure, and critical-lift criteria before lifting.
- No person may stand or pass under a suspended load. Establish and enforce barricaded/exclusion zones.
- Use tag lines when they improve control without introducing new hazards. Never wrap tag lines around hands/body.
- Use a documented lift plan for critical, complex, tandem, blind, occupied-facility, or owner-required lifts.

Primary regulatory references: 29 CFR 1926 Subpart CC and 1926.251; manufacturer load charts and rigging criteria.

# HIGH-RISK WORK

Controls for excavation, confined spaces, exposure hazards, hot work, concrete, and demolition.

## 19.0 Excavation & Trenching

Excavation work may not begin until underground utilities, soil/ground conditions, access, water, equipment, spoil placement, adjacent structures, and protective systems are addressed by the responsible competent person.

### KEY THRESHOLDS

Employees in excavations generally require cave-in protection at 5 ft or more unless the excavation is entirely in stable rock or a competent person determines a less-than-5-ft excavation has no cave-in indication. Trenches 4 ft or deeper require a safe means of egress so employees travel no more than 25 ft laterally.

- Locate utilities before digging and use required utility-markout and hand-exposure procedures.
- Keep spoil piles and equipment back from the edge as required; use retaining methods where material could fall or roll into the excavation.
- Competent person inspections are required daily and after rain, vibration, soil changes, or other conditions that could increase hazards.

- Test for hazardous atmospheres when conditions could reasonably create atmospheric hazards; provide ventilation, rescue, or other controls as required.
- Protect workers at edges from falls and vehicle/equipment hazards.

Primary regulatory references: 29 CFR 1926 Subpart P, especially 1926.651(c)(2) and 1926.652(a).

## 20.0 Confined Spaces

Before work begins, a competent person must identify confined spaces and determine whether any are permit-required spaces under the construction confined-space standard.

- Post or otherwise communicate permit-space hazards and prevent unauthorized entry.
- Where TME employees enter a permit-required confined space, a compliant permit program, entry permit, hazard testing, isolation, ventilation, attendant, entry supervisor, communication, and rescue arrangements are required.
- Coordinate host/controlling/entry employer information so all known hazards and work effects are shared.
- Rescue capability must be appropriate to the hazard and capable of timely response; calling 911 alone may not satisfy the standard for all spaces.
- No entry is allowed if required monitoring, ventilation, isolation, rescue, or trained personnel are unavailable.

Primary regulatory references: 29 CFR 1926 Subpart AA, including 1926.1203-.1213.

## 21.0 Silica, Dust Control & Respiratory Protection

Cutting, grinding, drilling, chipping, crushing, sweeping, or disturbing concrete, masonry, mortar, stone, tile, or similar materials may create respirable crystalline silica and other harmful dusts.

- Use OSHA Table 1 control methods where applicable or another compliant exposure-assessment/control method.
- Maintain a written silica exposure-control plan identifying tasks, controls, housekeeping, restricted areas, and a competent person responsible for implementation.
- Prefer wet methods and local exhaust/HEPA collection. Avoid dry sweeping or compressed-air cleanup where prohibited or where feasible alternatives are available.
- Respirators require medical evaluation, fit testing, training, proper selection, inspection, and a written respiratory-protection program when required.
- Review the silica exposure-control plan at least annually and update when tasks or controls change.

Primary regulatory references: 29 CFR 1926.1153; 29 CFR 1910.134 as incorporated/applicable for respiratory protection.

## 22.0 Hazard Communication & Chemical Safety

TME and subcontractors must maintain an effective Hazard Communication program for hazardous chemicals brought to or generated on the site.

- Maintain a current chemical inventory and readily accessible Safety Data Sheets (SDS).
- Ensure containers are labeled and secondary containers are identified unless an allowed workplace-container exception applies.
- Train employees on chemical hazards, pictograms, labels, SDS use, exposure controls, PPE, spill response, and emergency procedures before exposure and when new hazards are introduced.
- Coordinate multi-employer chemical hazards, including adhesives, coatings, fuels, solvents, cleaning agents, epoxies, and generated fumes/dusts.
- Do not bring unapproved chemicals to site or mix incompatible materials.

Primary regulatory references: 29 CFR 1910.1200 as applicable to construction through 1926.59 / HazCom requirements; current OSHA HazCom rule.

## 23.0 Asbestos, Lead, Mold & Other Regulated Materials

Renovation and demolition can disturb hazardous or regulated building materials. No employee should disturb suspect material without required assessment and controls.

- Review available surveys, owner information, drawings, and preconstruction testing before destructive work.
- Stop work and isolate the area if suspect asbestos-containing material, lead hazards, significant mold, mercury devices, PCBs, unknown chemical residues, or other regulated materials are encountered unexpectedly.
- Only properly licensed/qualified contractors may perform regulated abatement work where licensure or specialized training is required.

- Coordinate exposure-control plans, containment, air monitoring, waste handling, clearance, and reoccupancy requirements with the responsible specialist and owner.
- Do not represent TME as an abatement contractor unless licensing, qualifications, insurance, and project scope specifically support that role.

Primary regulatory references: 29 CFR 1926.1101 (asbestos), 1926.62 (lead), applicable EPA/state/local requirements.

## 24.0 Hot Work, Welding, Cutting & Fire Prevention

Hot work requires control of ignition sources, combustible loading, fire protection, fumes, cylinders, and post-work monitoring.

- Use a hot-work permit when required by TME, the owner, fire code, or project rules.
- Remove/protect combustibles; provide suitable extinguishers; establish fire watch during and after work for the duration required by the controlling permit/code.
- Protect occupants and adjacent trades from sparks, slag, arc flash/UV exposure, fumes, and hot surfaces.
- Secure compressed-gas cylinders upright, cap when not in use/transport, separate incompatible gases as required, and keep hoses/regulators in good condition.
- Provide ventilation or respiratory protection for fumes/metals/coatings as required. Never weld/cut on containers or systems that have not been verified safe.

Primary regulatory references: 29 CFR 1926 Subparts F and J; applicable fire code / owner hot-work rules.

## 25.0 Concrete, Masonry, Formwork & Rebar

Concrete and masonry work can expose workers to collapse, impalement, silica, chemical burns, struck-by, pump-line, and suspended-load hazards.

- Formwork and shoring must be designed/installed to support anticipated loads; inspect before placement and during concrete operations.
- Guard exposed rebar and impalement hazards using approved protective methods appropriate to the exposure.
- Establish pump-hose and concrete-bucket exclusion zones; control hose whip and line pressure.
- Prevent skin/eye contact with wet cement; provide washing capability and train on cement burn hazards.
- Control silica exposures during cutting, grinding, drilling, mixing, and cleanup.

Primary regulatory references: 29 CFR 1926 Subpart Q and 1926.1153.

## 26.0 Demolition & Structural Alteration

Demolition and major alteration work require engineering awareness, utility control, sequencing, exclusion zones, dust controls, and protection against unplanned collapse.

- Conduct required engineering/survey review before demolition and document the condition of the structure and adjacent hazards.
- Locate and control utilities, hazardous materials, fire/life-safety impairments, and structural dependencies before cutting/removal.
- Use controlled zones and protect occupied areas from falling debris, vibration, dust, noise, and unauthorized entry.
- Do not overload floors/roofs with debris or equipment. Remove debris using controlled methods and approved chutes/containers as applicable.
- When structural stability is uncertain, stop work and obtain qualified engineering direction before proceeding.

Primary regulatory references: 29 CFR 1926 Subpart T and other task-specific standards.

# HEALTH, EMERGENCY & CONDUCT

Worker health, emergency readiness, incident response, fleet safety, and substance-free workplace requirements.

## 27.0 Material Handling, Ergonomics & Manual Lifting

Plan material movement to reduce overexertion, strains, crush injuries, and dropped loads.

- Use carts, dollies, forklifts, hoists, panel lifters, team lifts, or other mechanical assistance when practical.
- Assess load weight, size, center of gravity, route, pinch points, and landing area before lifting.
- Keep hands out of pinch points and never place body parts under unsupported loads.
- Stage materials to minimize repeated lifting from floor level or extended reaches.
- Rotate or pace high-repetition work when feasible and report discomfort early so work methods can be adjusted.

## 28.0 Heat, Cold, Weather & Environmental Conditions

TME will manage environmental conditions using planning, hydration, work/rest adjustments, acclimatization, shelter, scheduling, and stop-work decisions based on actual conditions.

### Heat

- Provide potable water and encourage frequent drinking; increase rest/shade/cooling as heat stress rises; acclimatize new and returning workers; use a buddy system for elevated heat risk; train on heat exhaustion and heat stroke; call emergency services for suspected heat stroke.

### Cold

- Use layered clothing, dry gloves/boots, warm-up breaks, wind protection, and monitoring for frostbite/hypothermia.

### Lightning / Severe Weather

- Suspend exposed work, crane/lift operations, roof work, or other activities when lightning, wind, flooding, snow/ice, poor visibility, or other weather creates unacceptable risk. Follow equipment manufacturer wind limits.

### Indoor Environmental Quality

- Control dust, fumes, exhaust, temperature, and ventilation in enclosed/occupied spaces; do not run combustion engines indoors without adequate ventilation and carbon-monoxide controls.

**Primary regulatory references:** OSHA Heat - Prevention guidance; General Duty Clause where applicable; manufacturer criteria for weather-sensitive equipment.

## 29.0 Noise & Hearing Conservation

TME will reduce harmful noise through equipment selection, isolation, maintenance, scheduling, and hearing protection when engineering/administrative controls do not adequately control exposure.

- Identify high-noise activities such as demolition, saw cutting, grinding, chipping, generators, and equipment operation.
- Post or communicate hearing-protection zones where appropriate.
- Use hearing protection with adequate noise reduction and ensure proper fit/use.
- Where exposures trigger a hearing-conservation program, provide monitoring, audiometry, training, and records as required.

**Primary regulatory references:** 29 CFR 1926.52 and 1926.101; 29 CFR 1910.95 elements where applicable.

## 30.0 First Aid, Medical Response & Bloodborne Pathogens

TME will arrange prompt medical attention and site-appropriate first-aid capability. Employees should not provide care beyond their training.

- Maintain accessible first-aid supplies appropriate to the workforce and project conditions; inspect and replenish them.
- Ensure emergency communication and access for EMS; identify nearest suitable urgent care/hospital in the project emergency plan.
- Workers trained in first aid/CPR/AED should use universal precautions and appropriate barriers when blood or bodily fluids are present.

- Clean up blood/body-fluid contamination using trained personnel, gloves, disinfectant, and regulated waste practices as applicable.
- Report all medical treatment, needle/sharps exposures, and occupational exposures immediately.

Primary regulatory references: 29 CFR 1926.23 and 1926.50; 29 CFR 1910.1030 where occupational exposure applies.

## 31.0 Emergency Action & Evacuation

Each project must establish site-specific emergency procedures before work begins and update them as conditions change.

- Post or communicate site address, emergency contacts, assembly point, evacuation routes, access gates, and key utility/fire-system information.
- Plan for fire, medical emergency, severe weather, structural instability, gas leak, electrical incident, hazardous release, security event, and rescue needs appropriate to the project.
- Designate persons responsible for calling 911, meeting responders, accounting for personnel, and communicating with the owner/CM.
- Do not re-enter an evacuated area until the authorized incident lead/fire department/owner confirms it is safe.
- Conduct drills when required by law, contract, owner policy, or project risk.

## 32.0 Incident / Near-Miss Reporting, Investigation & OSHA Notifications

Immediate reporting and fact-based investigation are essential to prevent recurrence. TME investigates root causes rather than stopping at blame.

### OSHA SEVERE-INCIDENT REPORTING

Work-related fatalities must be reported to OSHA within 8 hours. Work-related in-patient hospitalizations, amputations, and losses of an eye must be reported within 24 hours, subject to the rule's coverage and timing provisions. Management must be notified immediately so regulatory reporting can be evaluated without delay.

### Immediate Actions

- Provide care; call emergency services; stop related hazards; preserve the scene when safe; notify TME management and the owner/CM as required; collect photographs, witness information, equipment status, and relevant documents.

### Investigation

- Identify facts, basic causes, root/system causes, and corrective actions. Do not alter evidence unnecessarily. Correct immediate hazards while preserving enough information to understand the event.

### Near Misses

- Near misses and high-potential unsafe conditions are reported and reviewed without waiting for an injury.

### Non-Retaliation

- No employee will be disciplined merely for reporting an injury/illness. Work-rule violations may be addressed when the rule is legitimate, consistently enforced, and not used as retaliation.

Primary regulatory references: 29 CFR 1904.39; 29 CFR 1904.35(b)(1)(iv).

## 33.0 Motor Vehicle & Fleet Safety

Driving for company business is safety-sensitive work. Drivers must be authorized, licensed, fit for duty, and compliant with law and company rules.

- Wear seat belts; no handheld-device use while driving; comply with speed limits and conditions.
- Inspect company vehicles and trailers as required; report defects and do not operate unsafe equipment.
- Plan parking/backing; use a spotter when conditions warrant; secure loads and tools before movement.
- No driving while impaired by alcohol, cannabis, illegal drugs, misused medication, or fatigue.

- Immediately report crashes, citations arising from company driving, license restrictions/suspensions, and vehicle damage as required by company procedure.
- DOT-regulated drivers, if any, are subject to separate DOT drug/alcohol and hours-of-service requirements.

## 34.0 Drug, Alcohol & Substance-Free Workplace Policy

TME Group LLC maintains a drug- and alcohol-free workplace to protect employees, subcontractors, clients, occupants, the public, and company property. This policy addresses on-duty conduct, fitness for duty, testing when lawful, and contract/federal obligations while respecting applicable employee protections.

### CORE RULE

No employee may use, possess, sell, distribute, manufacture, or be impaired by alcohol, illegal drugs, cannabis, or misused medication while working, on a TME project, operating a TME/company-controlled vehicle or equipment, or conducting company business. Lawful off-duty conduct is governed by applicable law; no employee may report to work impaired.

### Prohibited Conduct

- Working or driving while impaired by alcohol, cannabis, illegal drugs, or medication used contrary to prescription/label directions.
- Possession, use, sale, transfer, manufacture, or distribution of illegal controlled substances in the workplace or on company/project property.
- Consumption of alcohol during working time, on active construction sites, in company vehicles, or while operating equipment unless expressly authorized for a non-working business event and the employee will not perform safety-sensitive duties afterward.
- Possession or use of cannabis during working time or in the workplace where prohibited by law, owner policy, project rules, or this safety policy.
- Misuse of prescription or over-the-counter medication, including use that makes the employee unable to perform assigned duties safely.

### Medication & Medical Information

- Employees are not required to disclose a diagnosis simply because they take medication. An employee must, however, notify the appropriate company representative if a medication warning or side effect may impair safe performance of driving, equipment operation, work at heights, electrical work, or other safety-sensitive tasks. TME will address restrictions and reasonable accommodation as required by law.

### When Testing May Be Required

- Pre-employment or pre-placement testing for designated positions when lawful and disclosed.
- Reasonable-suspicion testing based on specific, contemporaneous observations or other reliable evidence of possible impairment or prohibited use.
- Post-incident testing when required by law/contract or when there is a reasonable possibility that the tested employee's drug/alcohol use could have contributed to the incident. Testing will not be used to retaliate against injury reporting.
- Random testing where lawful and supported by a company program, owner/contract requirement, workers' compensation program, DOT/federal rule, or other legitimate safety program.
- Return-to-duty or follow-up testing where lawful and part of a documented last-chance, treatment, DOT, or other authorized program.

### New Jersey Cannabis Safeguards

- For New Jersey employees, TME will maintain a drug-free workplace while following applicable New Jersey cannabis law and NJ Cannabis Regulatory Commission guidance.
- A cannabis metabolite test result alone will not be the sole basis for adverse employment action where New Jersey law prohibits that result. TME will document observable signs or other evidence of impairment and use an evidence-based reasonable-suspicion process when required.
- Lawful off-duty cannabis use does not authorize workplace possession, use, or impairment, unsafe work, or conduct prohibited by applicable federal law or federal/owner contract requirements.

## Testing Process & Confidentiality

- Testing will use qualified collection/testing providers and chain-of-custody procedures appropriate to the program. A Medical Review Officer (MRO) will be used where required or appropriate.
- Results and related medical information will be handled confidentially and shared only with those who have a legitimate business/legal need.
- An employee selected for reasonable-suspicion testing will not drive. TME will arrange safe transportation to the collection site and home/appropriate location.

## Consequences & Assistance

- Violations may result in removal from duty and discipline up to and including termination, subject to applicable law, contract, policy, circumstances, accommodation obligations, and any collectively bargained rights.
- TME may offer or require evaluation, treatment, return-to-duty conditions, or a last-chance agreement when appropriate; nothing requires TME to retain an employee whose conduct creates an unacceptable safety risk or violates a controlling legal/contractual requirement.

## Federal Contractor / Grantee Requirements

- When a TME contract or grant is subject to the federal Drug-Free Workplace Act, TME will maintain the required policy and awareness program. Covered employees must report a workplace controlled-substance conviction to TME within five calendar days, and TME will make required agency notifications/actions within the statutory timeframes.

**Primary regulatory references:** 29 CFR 1904.35(b)(1)(iv) (post-incident non-retaliation); NJ Cannabis Regulatory Commission workplace impairment guidance; federal Drug-Free Workplace Act requirements when applicable; DOT rules if TME employs DOT-covered safety-sensitive workers.

## 35.0 Fitness for Duty, Fatigue & Workplace Violence Prevention

Employees must report fit to perform assigned duties safely. Supervisors must act when behavior, fatigue, illness, emotional distress, or other conditions create a credible safety concern.

- Employees should notify supervision when fatigue, illness, medication effects, or other temporary limitations could impair safety-sensitive work. TME will evaluate safe temporary restrictions where appropriate.
- Threats, intimidation, fighting, deliberate sabotage, and weapons prohibited by law or project policy are not tolerated.
- Imminent threats require immediate separation from danger and law-enforcement/emergency response when warranted.
- Supervisors should document objective behavior and avoid medical conclusions they are not qualified to make.
- Confidentiality and anti-discrimination/accommodation obligations apply to fitness-for-duty information.

# PROJECT COORDINATION & GOVERNANCE

Testing/inspection interfaces, environmental controls, training, inspections, corrective action, and program review.

## 36.0 Construction-Site Testing & Special Inspection Safety Coordination

TME may coordinate third-party materials testing and special-inspection support as part of project delivery. Testing laboratories, inspection agencies, registered professionals, and their qualified personnel retain responsibility for their licensed/technical scope and independent determinations.

- Provide testing/inspection personnel site orientation, PPE expectations, safe access, emergency information, and notification of active hazards before they enter work zones.
- Coordinate concrete sampling, soil compaction testing, weld/bolt observations, fireproofing tests, special inspections, or other field verification so technicians are not exposed to moving equipment, suspended loads, open edges, hot work, traffic, or uncontrolled energy.

- Create safe sampling/inspection zones where practical and coordinate temporary pauses in conflicting work when needed.
- Do not direct an inspector or technician to bypass required testing, alter results, enter an unsafe area, or perform work outside qualification/licensure.
- Qualified testing partners and registered special-inspection agencies are responsible for their instruments, methods, calibration, reports, and licensed functions; TME remains responsible for GC/site coordination within its role.

## 37.0 Environmental Protection, Spill Response & Waste

Environmental controls protect workers, occupants, property, and the surrounding community while supporting regulatory compliance.

- Store fuels, chemicals, paints, solvents, adhesives, and wastes in appropriate containers with labels, lids, and secondary containment where warranted.
- Maintain spill kits suitable for materials present. Stop the source if safe, protect drains/waterways, contain the release, and notify project/owner/environmental contacts as required.
- Do not discharge concrete washout, sediment, chemicals, or contaminated water to storm drains or soil except through an approved method.
- Segregate and dispose of regulated/hazardous waste through authorized channels.
- Control dust, tracking, noise, idling, and debris in accordance with project and local requirements.

## 38.0 Training, Toolbox Talks, Records & Safety Meetings

TME will provide training appropriate to the work and maintain records that demonstrate qualification, communication, inspection, and corrective action.

- New-hire/site orientation before exposure to project hazards.
- Task-specific training before employees perform work requiring specialized knowledge, authorization, competent-person status, operator qualification, or PPE.
- Retraining when conditions, equipment, procedures, or performance indicate prior training is no longer adequate.
- Regular toolbox talks focused on current project hazards rather than generic attendance-only topics.
- Maintain records such as orientations, JHAs, equipment inspections, fall-protection inspections, lift plans, permits, SDS, exposure plans, training cards/certifications, incident reports, and corrective-action logs for the period required by law/contract/company policy.

## 39.0 OSHA / Owner / CM Inspections and Corrective Action

TME will cooperate professionally with authorized regulatory and client representatives while protecting legal rights and ensuring accurate factual communication.

- Notify project leadership promptly when OSHA, another regulator, owner/CM safety staff, insurer, or other authorized inspector arrives.
- Do not obstruct an authorized inspection or coach employees to provide false information.
- Correct imminent hazards immediately when possible. Document photographs, measurements, involved trades, and corrective actions.
- Only authorized company representatives should make formal commitments, admissions, or document productions beyond routine project records when legal review is appropriate.
- Track findings to closure and communicate lessons learned across projects when they have broader relevance.

## 40.0 Enforcement, Discipline & Annual Program Review

Safety rules must be enforced consistently and fairly. Discipline is intended to correct unsafe behavior and protect the workforce, not discourage reporting.

- Progressive discipline may include coaching, warning, retraining, removal from task/site, suspension, or termination based on severity, history, intent, and applicable law/contract.
- Willful bypass of critical safeguards, violence, falsification, or substance distribution may justify accelerated discipline.
- Review this manual at least annually and after a serious incident, major regulatory change, new line of work, or recurring trend.

# APPENDICES & FORMS

Field-ready forms for pre-task planning, inspections, incidents, impairment observations, permits, emergency planning, and acknowledgments.

## Appendix A - Daily Pre-Task JHA / JSA

Project / Location: \_\_\_\_\_

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

Supervisor / Competent Person: \_\_\_\_\_

Crew / Subcontractor: \_\_\_\_\_

Task: \_\_\_\_\_

| Task Step | Hazard / Exposure | Controls / Safe Method | Responsible |
|-----------|-------------------|------------------------|-------------|
|           |                   |                        |             |
|           |                   |                        |             |
|           |                   |                        |             |
|           |                   |                        |             |
|           |                   |                        |             |
|           |                   |                        |             |
|           |                   |                        |             |

Required PPE / Permits / Equipment: \_\_\_\_\_

Emergency / Rescue Considerations: \_\_\_\_\_

Conditions changed during shift? ☐ No ☐ Yes - JHA reviewed/updated at: \_\_\_\_\_

Crew Acknowledgment (print/sign): \_\_\_\_\_

## Appendix B - Daily Site Safety Inspection Checklist

Project: \_\_\_\_\_ Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

| Inspection Item                                     | OK                       | N/A                      | Action # |
|-----------------------------------------------------|--------------------------|--------------------------|----------|
| Access/egress clear and illuminated                 | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Housekeeping acceptable; debris controlled          | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Required PPE in use                                 | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Floor/roof openings protected                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Fall protection systems inspected/appropriate       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Ladders inspected and properly set                  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Scaffolds inspected/tagged as required              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Temporary power/GFCI/cords acceptable               | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Electrical panels/boxes closed and accessible       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Tools/guards in safe condition                      | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Aerial lifts / equipment pre-use complete           | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Traffic/backing controls effective                  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Rigging/hoisting zones controlled                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Excavation competent-person inspection complete     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Trench protective system / egress compliant         | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Confined spaces identified/controlled               | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Silica/dust controls in use                         | <input type="checkbox"/> | <input type="checkbox"/> |          |
| SDS/chemical labeling available                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Hot-work permit/fire watch in place where required  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Fire extinguishers accessible/inspected             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Emergency routes and contact information current    | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Occupied-space barriers/public protection effective | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Testing/inspection access safely coordinated        | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Environmental/spill controls adequate               | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Corrective actions from prior inspection closed     | <input type="checkbox"/> | <input type="checkbox"/> |          |

Corrective Action Notes:

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## Appendix C - Incident / Near-Miss Report

|                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project / Location                                                                                                                                                                                                                |
| Date / Time                                                                                                                                                                                                                       |
| Reported By                                                                                                                                                                                                                       |
| Employer / Trade                                                                                                                                                                                                                  |
| Person(s) Involved                                                                                                                                                                                                                |
| Incident Type: <input type="checkbox"/> Injury <input type="checkbox"/> Near Miss <input type="checkbox"/> Property Damage <input type="checkbox"/> Environmental <input type="checkbox"/> Vehicle <input type="checkbox"/> Other |
| Immediate Medical Care / EMS                                                                                                                                                                                                      |
| Area Secured By                                                                                                                                                                                                                   |
| Owner / CM Notified                                                                                                                                                                                                               |
| Photos / Evidence Preserved                                                                                                                                                                                                       |

### Description / Facts

|  |
|--|
|  |
|  |
|  |
|  |

### Basic Causes / Root Causes

|  |
|--|
|  |
|  |
|  |

### Corrective Actions

| Action | Owner | Due | Closed                   |
|--------|-------|-----|--------------------------|
|        |       |     | <input type="checkbox"/> |
|        |       |     | <input type="checkbox"/> |
|        |       |     | <input type="checkbox"/> |

## Appendix D - Reasonable Suspicion Observation Report

### USE OBJECTIVE OBSERVATIONS

Document specific, contemporaneous facts. Do not diagnose intoxication. For New Jersey cannabis matters, a test result alone may be insufficient for adverse action; follow applicable NJ law/NJ-CRC guidance and obtain HR/legal review as appropriate.

Employee: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Observer 1: \_\_\_\_\_ Observer 2 (if available): \_\_\_\_\_

|                                  |                                                                                                                                                                                                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appearance</b>                | <input type="checkbox"/> Bloodshot/glassy eyes <input type="checkbox"/> Flushed/pale <input type="checkbox"/> Tremors <input type="checkbox"/> Sweating <input type="checkbox"/> Disheveled <input type="checkbox"/> Other: _____                     |
| <b>Speech</b>                    | <input type="checkbox"/> Slurred <input type="checkbox"/> Rapid <input type="checkbox"/> Slow <input type="checkbox"/> Incoherent <input type="checkbox"/> Unusual volume <input type="checkbox"/> Other: _____                                       |
| <b>Movement / Coordination</b>   | <input type="checkbox"/> Unsteady <input type="checkbox"/> Stumbling <input type="checkbox"/> Poor dexterity <input type="checkbox"/> Lethargic <input type="checkbox"/> Hyperactive <input type="checkbox"/> Other: _____                            |
| <b>Behavior</b>                  | <input type="checkbox"/> Confused <input type="checkbox"/> Irritable <input type="checkbox"/> Aggressive <input type="checkbox"/> Drowsy <input type="checkbox"/> Unusually euphoric <input type="checkbox"/> Other: _____                            |
| <b>Odor / Evidence</b>           | <input type="checkbox"/> Alcohol odor <input type="checkbox"/> Cannabis odor <input type="checkbox"/> Drug paraphernalia <input type="checkbox"/> Open container <input type="checkbox"/> Other: _____                                                |
| <b>Work Performance / Safety</b> | <input type="checkbox"/> Unsafe act <input type="checkbox"/> Equipment misuse <input type="checkbox"/> Near miss <input type="checkbox"/> Repeated errors <input type="checkbox"/> Unable to follow instruction <input type="checkbox"/> Other: _____ |

### Narrative - exact observations, sequence, witnesses, and employee explanation

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Action: ☐ Removed from duty ☐ Testing authorized ☐ Medical evaluation ☐ Safe transportation arranged ☐ No testing ☐ Other \_\_\_\_\_

Supervisor / HR Review: \_\_\_\_\_ Date/Time: \_\_\_\_\_

---

## Appendix E - Hot Work Permit

Project / Area: \_\_\_\_\_ Date: \_\_\_\_\_ Permit valid from: \_\_\_\_\_ to: \_\_\_\_\_

Hot Work Performed By: \_\_\_\_\_ Fire Watch: \_\_\_\_\_

- ☐ Combustibles removed/protected
- ☐ Floor/wall openings protected from sparks
- ☐ Extinguisher suitable and immediately available
- ☐ Sprinkler/fire alarm impairment coordinated
- ☐ Gas cylinders secured and hoses/regulators inspected
- ☐ Ventilation/fume controls adequate
- ☐ Adjacent occupants/trades protected
- ☐ Fire watch understands duties and has communication
- ☐ Post-work fire watch duration established per controlling requirement
- ☐ Permit issuer inspected area before authorization

Special precautions: \_\_\_\_\_

Permit Issuer: \_\_\_\_\_ Signature: \_\_\_\_\_

Work completed: \_\_\_\_\_ Fire watch completed: \_\_\_\_\_ Final area check by: \_\_\_\_\_

## Appendix F - Fall Protection & Rescue Planning Worksheet

|                                            |                                                                                                                                                                                                    |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Task / Location                            |                                                                                                                                                                                                    |
| Fall Exposure / Height                     |                                                                                                                                                                                                    |
| System Selected                            | <input type="checkbox"/> Guardrail <input type="checkbox"/> PFAS <input type="checkbox"/> Restraint <input type="checkbox"/> Scaffold <input type="checkbox"/> Lift <input type="checkbox"/> Other |
| Anchorage / Rated Point                    |                                                                                                                                                                                                    |
| Estimated Fall Clearance                   |                                                                                                                                                                                                    |
| Swing-Fall / Edge Hazards                  |                                                                                                                                                                                                    |
| Equipment Inspection Completed             | <input type="checkbox"/> Yes <input type="checkbox"/> N/A                                                                                                                                          |
| Rescue Method                              |                                                                                                                                                                                                    |
| Rescue Equipment / Access                  |                                                                                                                                                                                                    |
| Rescue Personnel / Contact                 |                                                                                                                                                                                                    |
| EMS / Site Address                         |                                                                                                                                                                                                    |
| Competent Person Review: _____ Date: _____ |                                                                                                                                                                                                    |

# Appendix G - Emergency Contact / Evacuation Plan

Project / Street Address

Nearest Cross Street / Gate

Emergency Assembly Point

911 Access Instructions

Owner / CM Contact

TME Project Manager

TME Superintendent

First Aid / CPR Person(s)

Nearest Hospital / Urgent Care

Utility Emergency Contacts

Fire Alarm / Sprinkler Impairment Contact

Security / Building Management

Confined Space / Technical Rescue Service (if applicable)

## Evacuation / Emergency Notes

## Appendix H - Subcontractor Safety Acknowledgment

The undersigned subcontractor acknowledges receipt/access to the TME Group LLC Safety & Health Manual and agrees to coordinate its work with TME project safety requirements. The subcontractor remains responsible for the safety and health of its employees, lower-tier subcontractors, means and methods, training, competent/qualified persons, equipment, PPE, permits, and compliance with applicable law. More stringent applicable owner/CM, regulatory, manufacturer, or project requirements control.

Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

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

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

Project: \_\_\_\_\_

Competent Person(s) / Scope:

---

## Appendix I - Employee Safety Manual Acknowledgment

I acknowledge that I received or was given access to the TME Group LLC Safety & Health Manual. I understand that safety is a condition of work; I must follow applicable rules, training, project procedures, and supervisor/competent-person direction; I must report injuries, near misses, and unsafe conditions; and I have authority to stop work in good faith when an uncontrolled serious hazard exists. I understand that this manual does not create a contract of employment and may be revised as law, operations, or project requirements change.

Employee Name: \_\_\_\_\_

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

Project / Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Appendix J - Regulatory Reference Index

### REFERENCE DATE

Regulatory reference pages were reviewed for this manual on August 30, 2026. Laws, standards, guidance, owner rules, and project requirements change; verify current requirements before relying on a threshold or procedure for a specific task.

| Source                                                  | Use in this Manual                                 | Official Link                        |
|---------------------------------------------------------|----------------------------------------------------|--------------------------------------|
| OSHA Construction Standards                             | 29 CFR Part 1926                                   | <a href="#">Open official source</a> |
| OSHA Safety & Health Program Recommended Practices      | Program management and worker participation        | <a href="#">Open official source</a> |
| OSHA Severe Injury Reporting                            | Fatality and severe-injury reporting timeframes    | <a href="#">Open official source</a> |
| OSHA Post-Incident Drug Testing / Non-Retaliation       | 29 CFR 1904.35 guidance                            | <a href="#">Open official source</a> |
| OSHA Fall Protection                                    | 29 CFR 1926.501                                    | <a href="#">Open official source</a> |
| OSHA Scaffolds                                          | 29 CFR 1926.451                                    | <a href="#">Open official source</a> |
| OSHA Ladders                                            | 29 CFR 1926.1053                                   | <a href="#">Open official source</a> |
| OSHA Excavation / Trenching                             | 29 CFR 1926 Subpart P                              | <a href="#">Open official source</a> |
| OSHA Confined Spaces in Construction                    | 29 CFR 1926 Subpart AA                             | <a href="#">Open official source</a> |
| OSHA Silica - Construction                              | 29 CFR 1926.1153                                   | <a href="#">Open official source</a> |
| OSHA Heat Prevention                                    | Guidance / prevention resources                    | <a href="#">Open official source</a> |
| NJ Cannabis Regulatory Commission - Workplace Resources | Workplace impairment guidance and observation form | <a href="#">Open official source</a> |
| SAMHSA Drug-Free Workplace                              | Federal contractor/grantee and policy resources    | <a href="#">Open official source</a> |

### END OF MANUAL

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