
THE VILLAGE OF TINLEY PARK

Cook County, Illinois

Will County, Illinois

**RESOLUTION
NO. 2020-R-090**

**A RESOLUTION APPROVING A CONTRACT BETWEEN THE VILLAGE OF TINLEY PARK
AND INTEGRAL CONSTRUCTION, INC. FOR FREEDOM POND LANDSCAPE
ENHANCEMENTS-PHASE 2**

**JACOB C. VANDENBERG, PRESIDENT
KRISTIN A. THIRION, VILLAGE CLERK**

**CYNTHIA A. BERG
WILLIAM P. BRADY
WILLIAM A. BRENNAN
DIANE M. GALANTE
MICHAEL W. GLOTZ
MICHAEL G. MUELLER
Board of Trustees**

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WHEREAS, the Village of Tinley Park, Cook and Will Counties, Illinois, is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have considered entering into a contract with Integral Construction, Inc., a true and correct copy of such Agreement being attached hereto and made a part hereof as **EXHIBIT 1**; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park that said contract be entered into by the Village of Tinley Park;

NOW, THEREFORE, Be It Resolved by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

Section 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

Section 2: That this President and Board of Trustees of the Village of Tinley Park hereby find that it is in the best interests of the Village of Tinley Park and its residents that the aforesaid "contract" be entered into and executed by said Village of Tinley Park, with said contract to be substantially in the form attached hereto and made a part hereof as **EXHIBIT 1**, subject to review and revision as to form by the Village Attorney.

Section 3: That the President and Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois are hereby authorized to execute for and on behalf of said Village of Tinley Park the aforesaid contract.

Section 4: That this Resolution shall take effect from and after its adoption and approval.

ADOPTED this 15th day of September, 2020, by the Corporate Authorities of the Village of Tinley

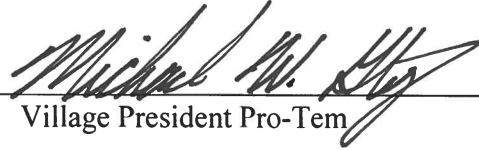
Park on a roll call vote as follows:

AYES: Berg, Brady, Brennan, Galante, Glotz, Mueller

NAYS: None

ABSENT: None

APPROVED this 15th day of September, 2020, by the President of the Village of Tinley Park.



Village President Pro-Tem

ATTEST:



Village Clerk

EXHIBIT 1

VILLAGE OF TINLEY PARK

SERVICE CONTRACT

This contract is by and between the **Village of Tinley Park**, an Illinois home-rule municipal corporation (the "Village"), and **Integral Construction, Inc.** (the "Contractor"), for the project or work described in Exhibit A, attached hereto and made a part hereof.

1. In consideration of the compensation stated in paragraph 2, the Contractor shall provide all the services described in the Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference. The express terms of this Contract shall take precedence and control over any term or provision of the Scope of Services (Exhibit A) that in any way conflicts with, differs from, or attempts to alter the terms of this Contract.
2. Except in the event of a duly authorized change order approved by the Village as provided in this Contract, and in consideration of the Contractor's final completion of all work in conformity with this Contract, the Village shall pay the Contractor an amount not to exceed **two hundred thirty three thousand eight hundred and twenty and 00/100 Dollars (233,820.00)**. Within thirty (30) calendar days of completion of the work, the Contractor shall submit his application for payment to the Village, and the Village shall pay Contractor for the work performed no later than **thirty (30)** calendar days from the date of the Village's receipt and the Village's approval of the work and the application for payment. No payment shall be made by the Village until the Contractor has submitted to the Village (i) a Contractor's Affidavit listing all subcontractors and material suppliers utilized on the project and (ii) final waivers of lien from the Contractor, all subcontractors and all material suppliers.
3. No changes shall be made, nor will invoices for changes, alterations, modifications, deviations, or extra work or services be recognized or paid except upon the prior written order from authorized personnel of the Village. The Contractor shall not execute change orders on behalf of the Village or otherwise alter the financial scope of the Project.
4. Written change orders may be approved by the Village Manager or his designee provided that the change order does not increase the amount set forth in paragraph 2 of this Contract to more than \$10,000.00. Changes in excess of this amount must be approved by the Village Board prior to commencement of the services or work. **If a requested change causes an increase or decrease in the cost of or time required for the performance of the contract, Contractor will agree to an equitable adjustment in the contract price or performance schedule, or both. Neither party is obligated to comply with requested changes unless and until both parties execute a written change order.**
5. **Time is of the essence on this Contract.** The Contractor shall complete all work under this Contract by the dates set forth below:
6. No "Notice to Proceed" may be given nor any work commenced until this Contract is fully executed and all exhibits and other attachments are completely filled out and attached hereto.
7. It is understood and agreed by the parties that the Contractor is an independent contractor retained for the above-mentioned purpose. The Village shall not control the manner nor the means of the Contractor's performance, but shall be entitled to a work product as

described herein. The term "subcontractor" shall mean and include only those hired by and having a direct contract with Contractor for performance of work on the Project. The Village shall have no responsibility to any subcontractor employed by a Contractor for performance of work on the Project, and all subcontractors and material suppliers shall look exclusively to the Contractor for any payments due. The Village will **not** be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. Every subcontractor shall be bound by the terms and provisions of this Contract as far as applicable to their work. The Contractor shall be fully responsible to the Village for the acts and omissions of its subcontractors, and shall ensure that any subcontractors perform in accordance with the requirements of this Contract. Nothing contained herein shall create any contractual or employment relations between any subcontractor and the Village. The Contractor is solely responsible for the safety procedures, programs and methods of its employees and agents and shall hold the Village harmless for any and all damages resulting from violations thereof. The Contractor shall comply with all applicable federal, State and local safety laws and regulations.

- 8. It is further agreed that the Contractor shall indemnify, hold harmless, and defend the Village, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorneys' fees, for injury to or death of any person or for damage to any property arising out of or in connection with the Contractor's negligence under this Contract.**
- 9. The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the Village, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's negligence in its work to be performed hereunder. The Contractor shall maintain insurance coverage in an amount and from a carrier suitable to the Village, and the Village shall be named as an additional insured where required. Certificates of Insurance are attached hereto as Exhibit B.**
10. The Village is exempt from payment of state and local sales and use of taxes on labor and materials incorporated into the project. If necessary, it is the Contractor's responsibility to obtain a sales tax permit, resale certificate, and exemption certificate that shall enable the Contractor to buy any materials to be incorporated into the project and then resale the aforementioned materials to the Village without paying the tax on the materials at the time of purchase. In no event will the Village be liable for or pay any sales or use taxes incurred by the Contractor in performing the services under this contract.
11. The Contractor shall comply with all applicable federal, state, and local statutes, regulations, ordinances, and other laws, including but not limited to the Immigration Reform and Control Act (IRCA). The Contractor may not knowingly obtain the labor or services of an unauthorized alien. The Contractor, not the Village, must verify eligibility for employment as required by IRCA.
12. At any time, the Village may terminate this Contract for convenience, upon written notice to the Contractor. The Contractor shall cease work immediately upon receipt of such notice. The Contractor shall be compensated for services performed and accepted by the Village up to the date of termination.

13. No waiver or deferral by either party of any term or condition of this Contract shall be deemed or construed to be a waiver or deferral of any other term or condition or subsequent wavier or deferral of the same term or condition.
14. This Contract may only be amended by written instrument approved and executed by the parties.
15. This Contract and the rights and obligations contained herein may not be assigned by the Contractor without the prior written approval of Village.
16. The parties hereby state that they have read and understand the terms of this Contract and hereby agree to the conditions contained herein.
17. This Contract has been made under and shall be governed by the laws of the State of Illinois. The parties agree that performance and all matters related thereto shall be in Cook County, Illinois.
18. Contractor, its employees, associates or subcontractors shall perform all the work hereunder. Contractor agrees that all of its associates, employees, or subcontractors who work on this Project shall be fully qualified and competent to do the work described hereunder. Contractor shall undertake the work and complete it in a timely manner.
19. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
20. This Contract represents the entire and integrated agreement between the Village and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.
21. This Contract will be effective when signed by the last party whose signing makes the Contract fully executed.
22. The Contractor agrees to comply with the Illinois Prevailing Wage Act, if the work to be performed under this Contract is covered by said Act.
23. The Contractor agrees to comply with the Illinois Substance Abuse Prevention on Public Works Projects Act.

CERTIFICATIONS BY CONTRACTOR

Affidavit of Compliance

Contractor and all subcontractors shall complete this Affidavit of Compliance ("Affidavit") and submit supporting documentation as required pursuant to *Responsible Bidder Requirements on Public Work Projects*. Contractor must submit this Affidavit and all related evidence with its bid. Contractor shall be responsible for providing this Affidavit to all subcontractors who will perform work on the project. All subcontractors' Affidavits and supporting documentation must be submitted no later than the date and time of the contract award. Failure to comply with all submission requirements may result in a determination that the Contractor is not a responsible bidder.

For the remainder of this Affidavit, "Contractor" refers to the general contractor and all subcontractors. Each item must be answered. If the question is not applicable, answer "NA." If the answer is none, answer "none."

The certifications set forth in this Affidavit and all documents attached hereto shall become a part of any contract awarded to the Contractor. Furthermore, Contractor shall comply with these certifications during the term and/or performance of the contract.

The undersigned Christopher Osinski, as Principal and on behalf
(Name) (Title)
of Integral Construction Inc. having been duly sworn under oath certifies that:
(Contractor)

Business Organization

The form of business organization of the Contractor is (check one):

Sole Proprietor or Partnership LLC
 Corporation Independent Contractor (Individual)

If contractor/subcontractor is a corporation, indicate the state and the date of incorporation:

Illinois

Authorized to do business in the State of Illinois: Yes No

Describe supporting documentation attached: FEIN Notification Letter

Federal Employer I.D. #: 81-1896220

Social Security # (if an individual or sole proprietor): N/A

Registered with Illinois Department of Revenue: Yes No

Describe supporting documentation attached (if "No," explain): _____

Registered with Illinois Department of Employment Security: Yes No

Describe supporting documentation attached (if "No," explain): _____

Tax liens or tax delinquencies

Disclosure of any federal, state or local tax liens or tax delinquencies against the contractor of any officers of the contractor in the last five (5) years Yes

No

"No" means "not applicable." If "yes," describe lien/delinquencies and resolution:

EOE Compliance

Contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions). Yes

No

Employee Classification

Contractor's employees who will perform work on the project are properly classified as an employee or independent contractor under all applicable state and federal laws and local ordinances (Form B). N/A Yes No

Professional or Trade Licenses

Contractor will possess all applicable professional and trade licenses required for performing the Contract work: Yes No

License	Number	Date Issued	Current Expiration	Holder of License
GC Class A	TGC091800	11/10/16	11/10/19	City of Chicago
Contractor's License		9/2018	12/2020	City of Oak Forest
Contractor's License	467	8/2020	8/2021	Village of Oak Lawn

If any of the above license(s) have been revoked or suspended, state the date and reason for suspension/revocation:

Documentation Attached (Contractor must initial next to each item):

CO Form A: Name and address of subcontractors from whom Contractor has accepted a bid or intends to hire to perform work on any part of the project.

NOTE: All subcontractors shall complete and submit an Affidavit of Compliance no later than the date the subcontractor commences work on the project.

CO Form B: List of individuals who will perform work on the project on behalf of the Contractor, verifying that each individual is properly classified as an employee or independent contractor. Contractor also verifies that all Contractor's employees are covered under a current workers' compensation policy, properly classified under the workers' compensation policy, and covered by a health and welfare and retirement plan.

CO Form C Additional Information (if required)

CO Certificate of Good Standing
(or other evidence of compliance with laws pre-requisite to doing business in the state)

CO Illinois Department of Revenue registration

CO Illinois Department of Employment Security registration

CO Standards of Apprenticeship/Apprentice Agreements

CO Substance Abuse Prevention program (or applicable provision from CBA in effect)

CO Written Safety Policy Statement signed by company representative

___ OSHA cards evidencing 10-hour or greater safety program completed, if requested

CO Workers' Compensation Coverage

CO Professional or Trade Licenses

Eligibility to Contract

The undersigned hereby certifies that the Contractor is not barred from bidding on or entering into this contractor as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Christopher Osinski
Name of Contractor (please print)

Christopher A. Osinski
Submitted by (signature)

Principal
Title

Certificate of Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Contractor is in compliance with Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended.

Christopher Osinski
Name of Contractor (please print)

Christopher A. Osinski
Submitted by (signature)

Principal
Title

Certificate of Compliance with Illinois Drug-Free Workplace Act

The undersigned, **having 25 or more employees**, does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of the work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Christopher Osinski
Name of Contractor (please print)

Christopher A. Osinski
Submitted by (signature)

Principal
Title

Certificate Regarding Sexual Harassment Policy

The undersigned does hereby certify pursuant to section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Christopher Osinski *Christopher A. Osinski*
Name of Contractor (please print) Submitted by (signature)
Principal
Title

Certificate of Compliance with Substance Abuse Prevention on Public Works Projects Act

The undersigned hereby certifies that:

- A. There is in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635), and has provided a written copy thereof to the Village of Tinley Park.
- ~~B. There is in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635)~~

(Cross out either A or B depending upon which certification is correct)

Christopher Osinski *Christopher A. Osinski*
Name of Contractor (please print) Submitted by (signature)
Principal
Title

Certificate of Compliance with Prevailing Wage Requirements

The undersigned hereby certifies that:

This contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current “prevailing rate of wages” (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation

to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

Christopher Osinski
Name of Contractor (please print)

Christopher A. Osinski
Submitted by (signature)

Principal
Title

Certificate of Compliance with the Village of Tinley Park Responsible Bidder Ordinance

The undersigned or the entity making the proposal or bid has reviewed and is in compliance with the Village of Tinley Park Responsible Bidder Ordinance No. 2019-O-079

Christopher Osinski
Name of Contractor (please print)

Christopher A. Osinski
Submitted by (signature)

Principal
Title

[Signature Page to Follow]

CONTRACTOR NAME

BY: Integral Construction Inc. *Chris A. Osinski* 9/10/20
Date

Printed Name: Christopher Osinski

Title: Principal

VILLAGE OF TINLEY PARK

BY: *Michael W. [Signature]* _____
Date
Village President Pro Tem
(required if Contract is \$20,000 or more)

ATTEST:
[Signature] _____
Date
Village Clerk
(required if Contract is \$20,000 or more)

VILLAGE OF TINLEY PARK

BY: _____
Date
Village Manager

SCOPE OF SERVICES

Attached Scope of work as detailed in:

- **Freedom Pond Landscape Enhancements Phase 2 bid documents dated August 14, 2020.**

Exhibit B

INSURANCE REQUIREMENTS

(See Risk Manager for Insurance Requirements)



SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/11/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance 1900 E Golf Rd Ste 650 Schaumburg IL 60173	CONTACT NAME: John Kalush PHONE (A/C, No, Ext): (847) 934-6100 E-MAIL ADDRESS: jkalush@dspins.com	FAX (A/C, No): (847) 934-6186
	INSURER(S) AFFORDING COVERAGE	
INSURED Integral Construction, Inc 320 Rocbaar Drive Romeoville IL 60446	INSURER A: Cincinnati Indemnity	
	INSURER B: The Cincinnati Insurance Co.	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** Cert ID 27596 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ENP0505021	09/15/2019	09/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Empl Benefits Liab \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		ENP0505021	09/15/2019	09/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ n/a		ENP0505021	09/15/2019	09/15/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Prod-CompOp Agg \$ 5,000,000
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	EWC0505022	09/15/2019	09/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
						\$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project Name: TBD

The following are included as an additional insured on a primary and non-contributory basis with respect to General Liability when required by written contract: TBD

A Waiver of Subrogation in favor of the additional insureds applies with respect to General Liability when required by written contract.

CERTIFICATE HOLDER TBD	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Form C

Additional Information Required

If required in the bid specifications, Contractor shall complete items I and/or II below:

Statement of past three (3) years experience on public construction projects.

Public Body/ Project Name/Year	Reference Name/ Phone #	Original Price/ Final price	Subcontractors
See attached contract / reference summary			

INTEGRAL CONSTRUCTION - CONTRACTS IN PROGRESS									
PROJECT #	PROJECT NAME	OWNER / CLIENT	NAME	PHONE	EMAIL	CURRENT CONTRACT	ANTICIPATED COMPLETION		
19-300-001	Abngton of Glenview 2nd-3rd Floor Common Remodel	Innovative Management Associates	Elisha Akhn	(847) 812-3648	E.Akhn@ima.care	\$ 567,432.00	May 2020		
19-380-002	Wolf's Crossing Park Development	Napererville Park District	Mike Piszynski	(630) 848-5012	mpiszynski@napervilleparks.org	\$ 7,896,000.00	August 2020		
20-012-001	Laramie Park Renovations	Alsip Park District	Jeanette Huber	(708) 389-1003	jhuber@alsipparks.org	\$ 758,820.00	June 2020		
20-045-001*	Butterfield Park Paving and Landscape Renovation	Butterfield Park District	TBD	TBD	TBD	\$ 48,845.00	November 2020		
20-050-001	Big Woods Park Renovation Phase III - Woodland Hills Park Path	Batavia Park District	Jim Eby	(630) 879-5235	jime@bataviaparks.org	\$ 382,940.00	October 2020		
20-103-001*	Buffalo Grove Park District 2020 Capital Improvements	Buffalo Grove Park District	Mike Maloney	(847) 850-2109	M.Maloney@buffgro.parks.org	\$ 567,320.00	January 2021		
20-104-001*	Narragansett Park OS/AD Improvements	Butterfield Park District	Bill Olson	(708) 599-3873	bolson@butterfieldparks.org	\$ 1,217,320.00	December 2020		
20-108-001	Glenhart Park Phase II	Butterfield Park District	Larry Renner	(630) 858-2229	Larry.R@butterfieldpd.com	\$ 1,689,970.00	August 2020		
20-140-001*	South Suburban Rehab Center Dialysis Room	Central Street Management LLC	Jeremy Boshes	(708) 957-7132	administrator@southsuburbanmuncing.com	\$ 143,200.00	December 2020		
20-158-001	Palmer Park Redevelopment	City of Palos Heights	Matthew Fairbanks	(708) 361-1807	M.Fairbanks@palosheights.org	\$ 570,320.00	August 2020		
20-171-001	Troy Craighwell Playground Renovations	Troy CCCSD 30-C	TBD	TBD	TBD	\$ 180,340.00	August 2020		
20-183-001	CHSD 218 Turf Fields	Community HS District 218	Rodger Ford	(708) 424-2000	rodger.ford@chsd218.org	\$ 5,204,587.00	August 2021		
20-190-001*	DuPage Public Works Fuel Storage Improvements	DuPage County Public Works	Jay Dahlberg	(224) 230-0835	jay.dahlberg@dupagecc.com	\$ 723,200.00	December 2020		
20-248-001**	Mayslake Forest Preserve West Parking Lot Improvements	Forest Preserve District DuPage County	Jon Madin	(630) 462-8709	jmadin@dupageforest.org	\$ 306,947.00	November 2020		
20-465-001	Bambrick Park Improvements	Lamont Park District	Larry Rizzo	(630) 257-6787	L.Rizzo@lemonparks.org	\$ 424,620.00	September 2020		
20-520-001*	Nokona Public Library Exterior Improvements (North)	Mokona Public Library	TBD	TBD	TBD	\$ 146,320.00	October 2020		
20-598-001	Central Park North Phase I	Oak Brook Park District	Bob Johnson	(630) 645-9544	bjohnson@obparks.org	\$ 1,643,200.00	October 2020		
20-605-001*	Lawn Manor Park Development	Oak Lawn Park District	TBD	TBD	TBD	\$ 896,114.00	October 2020		
20-750-001	Commissioners Park Improvements	Streamwood Park District	Jeff Janda	(630) 372-7275	janda@spdcare.com	\$ 1,405,320.00	July 2020		
20-915-001	Monice Creamery Restoration	Village of Monice	David Wallace	(708) 534-8307	dwallace@villageofmonice.org	\$ 463,200.00	November 2020		
20-920-001*	Sterling Ridge Park Development	Village of Orland Park	Mike Mazza	(708) 403-6108	mmazza@orlandpark.org	\$ 127,386.00	October 2020		
20-920-002	Orland Park Pavilion Installations	Village of Orland Park	Mike Mazza	(708) 403-6108	mmazza@orlandpark.org	\$ 102,520.00	October 2020		
20-935-001*	Freedom Pond Landscape Enhancements Phase 2	Village of Tinley Park	TBD	TBD	TBD	\$ 233,820.00	December 2020		
20-955-001	Arrowhead Golf Course Environmental Storage Building	Wheaton Park District	Brian Morrow	(630) 510-4975	B.Morrow@wheatonparks.org	\$ 274,320.00	July 2020		
20-960-001*	DuPage Highlands Park Development	Winfield Park District	Mark Pawlowski	(630) 653-3811	markp@winfieldparksdistrict.com	\$ 136,537.00	September 2020		
20-960-002*	East Street Park Ballfield Renovation	Winfield Park District	Mark Pawlowski	(630) 653-3811	markp@winfieldparksdistrict.com	\$ 217,534.00	September 2020		

W/P TOTAL: \$ 26,327,550.00

Notes:

- 1) Projects notated with (*) have LOI issued and are pending executed contracts / commencement of construction
- 2) Projects notated with (**) represent public openings with apparent low bid results and are pending contract award
- 3) Projects notated with (***) represent public openings under contract pending commencement of construction

PROJECT #	PROJECT NAME	OWNER / CLIENT	INTEGRAL CONSTRUCTION - 2019 COMPLETED CONTRACTS					
			NAME	PHONE	EMAIL			
18-099-001	Schnoelder Park Improvements	Broadview Park District	Reggie Davis	(708) 343-5637	rhdavis@broadviewparkdistrict.net	\$	478,441.00	April 2020
18-448-001	LaGrange Highlands Sanitary District Administration Building	LaGrange Highlands Sanitary District	Jason Shypler	(708) 246-5657	jshypl78@hotmail.com	\$	1,234,437.00	April 2020
19-050-001	Banawa Civic Center Gymnasium Improvements	Banawa Park District	Jim Eby	(630) 879-5235	jime@banawaparks.org	\$	222,320.00	May 2020
19-245-001	Elk Grove Village Township Headquarters Remodel	Elk Grove Township	Paul Ploch	(224) 222-0932	pploch@elkgrovetownship.com	\$	2,161,152.00	April 2020
19-460-002	The Grove of Berwyn Dialysis Room	Legacy Healthcare	Shai Berdugo	(847) 679-9797	shberdugo@legacysc.com	\$	111,320.00	March 2020
19-740-002	Schaumburg CRC Gym Corridor & Restroom Renovation	Schaumburg Park District	Niki Rao	(847) 985-2115	niraos@parkdis.com	\$	280,320.00	June 2020
19-800-001	Saratoga Park Improvements	Town of Schererville	John Novacich	(219) 865-5530	novacich@schererville.org	\$	273,199.00	June 2020
19-950-001	Community Park Playground Renovation	Westchester Park District	Dean Tieskin	(708) 865-8200	dhtieskin@wyndpark.org	\$	275,896.00	May 2020
20-175-001	Fietke & Kuse Education Centers Improvements	Community Consolidated SD 146	Alar Shanahan	(708) 614-4500	mshananah@district46.org	\$	661,000.00	August 2020
20-180-001	West Chicago High School Tennis Court Renovations	Community HS District 94	Gordon Cole	(630) 876-6301	gcole@pb4.org	\$	635,200.00	July 2020
20-380-001	Canterham Beach Chemical Pk Safety Showers	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynski@napervilleparks.org	\$	69,320.00	April 2020
20-380-002	Brush Hill Park Trail Development	Naperville Park District	Jessica Bugdorf	(630) 864-3944	jbugdorf@napervilleparks.org	\$	59,500.00	April 2020
20-380-003	DuPage River Sports Complex Inline Skate Rink Renovation	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynski@napervilleparks.org	\$	168,320.00	May 2020
20-600-001	Convent Park Garage Repairs	Oak Forest Park District	Cindy Gramann	(708) 687-7270	Cgramann@oakforestparks.org	\$	18,320.00	July 2020
20-705-001	Keystone Park Turf Fields	River Forest Park District	Mike Stetson	(708) 366-6660	mstetson@rffparks.com	\$	115,320.00	August 2020

2020 COMPLETED PROJECTS: \$ 6,764,265.00

PROJECT #	PROJECT NAME	OWNER / CLIENT	INTEGRAL CONSTRUCTION - 2019 COMPLETED CONTRACTS					
			NAME	PHONE	EMAIL			
18-170-008	College of DuPage SRC Door #2 Entrance Remodel	College of DuPage	Donald Imman	(630) 942-4046	immandrk@cod.edu	\$	304,320.00	December 2019
18-170-011	College of DuPage BIC Plaza Deck Rehab	College of DuPage	Donald Imman	(630) 942-4046	immandrk@cod.edu	\$	164,320.00	December 2019
18-600-001	Glenwood Park Concession Building	Oak Forest Park District	Cindy Gramann	(708) 687-7270	Cgramann@oakforestparks.org	\$	627,932.00	May 2019
18-600-002	Oak Forest Park District Community Center	Oak Forest Park District	Cindy Gramann	(708) 687-7270	Cgramann@oakforestparks.org	\$	1,337,866.00	July 2019
18-700-001	Waters of Lebanon Dialysis Center	RenPro Renal Services	Ely Latnik	(847) 443-2000	elatl@renpro.com	\$	316,632.00	December 2019
18-800-001	North Shore Center For Performing Arts 2nd Floor Renovation	Town of Schererville	John Nowacich	(219) 865-5530	novacich@schererville.org	\$	260,032.00	June 2019
18-875-002	Heritage Park Active Core Renovation	Village of Homer Glen	Michael Alekic	(847) 933-8240	michael.alekic@skokie.org	\$	154,200.00	July 2019
18-908-001	Heritage Park Active Core Renovation	Village of Homer Glen	Brian Burian	(708) 301-0632	bruceburian@gmail.com	\$	2,637,886.00	August 2019
18-915-001	Monroe Village Hall Renovations	Village of Monroe	David Wallace	(708) 534-8307	dwallace@villageofmonroe.org	\$	102,732.00	July 2019
19-130-001	Centre Pointe Business Center Masonry Restoration	Cawley Chicago Commercial Real Estate	Tony Martino	(630) 729-7963	martino@cawleychicago.com	\$	215,320.00	July 2019
19-130-002	Washington Commons Entrance Masonry Repairs	Cawley Chicago Commercial Real Estate	Tony Martino	(630) 729-7963	martino@cawleychicago.com	\$	15,500.00	August 2019
19-160-001	Clearbrook Center Laundry Room Upgrades	Clearbrook	Don Frick	(847) 373-1754	Dfrick@clearbrook.org	\$	24,932.00	July 2019
19-160-002	Clearbrook Center Grez Building Washroom Space Upgrade	Clearbrook	Don Frick	(847) 373-1754	Dfrick@clearbrook.org	\$	126,923.00	September 2019
19-170-001	College of DuPage SRC 1144 Pathway Offices	College of DuPage	Donald Imman	(630) 942-4046	immandrk@cod.edu	\$	65,320.00	June 2020
19-170-002	College of DuPage Glen Eilyn Civic Center Partner Wall	College of DuPage	Donald Imman	(630) 942-4046	immandrk@cod.edu	\$	14,354.00	May 2019
19-170-003	College of DuPage ADG & CSC Testing Centers Remodel	College of DuPage	Jennifer Kublida	(630) 942-4072	kublida@cod.edu	\$	56,320.00	July 2019
19-170-004	College of DuPage Pk Switzlager Room Repairs	College of DuPage	Donald Imman	(630) 942-4046	immandrk@cod.edu	\$	64,620.00	July 2019
19-460-001	The Grove of St. Charles Dialysis Room	Legacy Healthcare	Shai Berdugo	(847) 679-9797	shberdugo@legacysc.com	\$	79,132.00	March 2019
19-580-001	Nike Sports Complex Drainage Repairs	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynski@napervilleparks.org	\$	13,433.00	May 2019
19-580-003	Springsbrook Golf Course Maintenance Building Renovation	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynski@napervilleparks.org	\$	199,820.00	November 2019
19-580-004	Naperbrook Golf Course Pergola Roof	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynski@napervilleparks.org	\$	16,320.00	November 2019
19-740-001	Schaumburg SVNC Bathroom Renovation	Schaumburg Park District	Niki Rao	(847) 985-2115	niraos@parkdis.com	\$	125,320.00	July 2019
19-900-001	Baldingbrook & Romeoville HS Turf Improvements	Valley View Community Unit SD 365U	Anthony Bersani	(815) 886-2700	BERSANIAP@vvsd.org	\$	637,919.00	August 2019
19-900-002	Valley View CUSD 365U 2019 Outdoor Renovations	Valley View Community Unit SD 365U	Anthony Bersani	(815) 886-2700	BERSANIAP@vvsd.org	\$	1,161,320.00	August 2019
19-900-003	Romeoville High School Woodshop Addition	Valley View Community Unit SD 365U	Michael Lopez	(331) 425-8880	LOPEZM@vvsd.org	\$	3,450,320.00	December 2019

2019 COMPLETED PROJECTS: \$ 12,372,812.00

INTEGRAL CONSTRUCTION - 2018 COMPLETED CONTRACTS

PROJECT #	PROJECT NAME	OWNER / CLIENT	OWNER / CLIENT CONTACT		PHONE	EMAIL	FINAL CONTRACT	COMPLETION DATE
			NAME	PHONE				
18-100-001	S.E. Gross Middle School Interior Demo	Brookfield LaGrange Park School Dist. 95	Michael Bachor	(708) 256-3300	mbschor@schuhsd.com	\$ 150,920.00	February 2018	
18-170-001	College of DuPage SRC 2000 Conference Room Renovation	College of DuPage	Donald Inman	(630) 942-4046	inmand86@cod.edu	\$ 963,320.00	August 2018	
18-170-002	College of DuPage BIC Adjunct Office Expansion	College of DuPage	Donald Inman	(630) 942-4046	inmand86@cod.edu	\$ 89,320.00	August 2018	
18-170-003	College of DuPage MAC 153 Classroom Renovation	College of DuPage	Donald Inman	(630) 942-4046	inmand86@cod.edu	\$ 283,532.00	August 2018	
18-170-004	College of DuPage Leak Investigation	College of DuPage	Donald Inman	(630) 942-4046	inmand86@cod.edu	\$ 10,000.00	May 2018	
18-170-005	College of DuPage SRC General Counsel Office Renovation	College of DuPage	Donald Inman	(630) 942-4046	inmand86@cod.edu	\$ 122,232.00	August 2018	
18-170-006	College of DuPage CHC Kitchen Prep Room	College of DuPage	Donald Inman	(630) 942-4046	inmand86@cod.edu	\$ 48,132.00	September 2018	
18-170-007	College of DuPage SRC Library Media Room	College of DuPage	Donald Inman	(630) 942-4046	inmand86@cod.edu	\$ 173,200.00	September 2018	
18-170-009	College of DuPage SRC 3rd Floor Bathroom Floor Repair	College of DuPage	Donald Inman	(630) 942-2800	inmand86@cod.edu	\$ 2,532.00	August 2018	
18-170-010	College of DuPage Concrete Walk Replacement	College of DuPage	Dark Heil	(630) 942-2574	heild@cod.edu	\$ 3,500.00	October 2018	
18-300-001	Abington of Glenview - Dialysis Room	Innovative Management Associates	Elisha Akhn	(847) 812-3648	E.Akhn@ginn.care	\$ 79,032.00	August 2018	
18-450-001	Spring Bluff Forest Preserve Observation Structure	Lake County Forest Preserve District	Greg Valenter	(847) 968-3274	gvalenter@lcfpd.org	\$ 264,032.00	June 2018	
18-500-001	McHenry County Government Center Envelope Rehab	McHenry County Government	David Hesse	(202) 812-9870	DHesse@mcHenrycountyil.gov	\$ 246,000.00	August 2018	
18-580-001	Fort Hill Activity Center Track Control	Naperville Park District	Eric Shutes	(630) 408-0251	eshutes@napervilleparks.org	\$ 34,320.00	August 2018	
18-580-002	Naperville Central HS Community Room Renovation	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynsk@napervilleparks.org	\$ 72,122.00	August 2018	
18-580-003	Nike Sports Complex Pickleball Courts	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynsk@napervilleparks.org	\$ 153,200.00	September 2018	
18-580-004	Cantore Park Port-O-Let Screening	Naperville Park District	Mike Piszynski	(630) 848-5012	mpiszynsk@napervilleparks.org	\$ 12,532.00	September 2018	
18-580-005	Brook Prairie Retaining Wall Repair	Naperville Park District	Peggy Pelkonen	(312) 848-5010	pelkonen@napervilleparks.org	\$ 76,778.00	September 2018	
18-610-001	Old Republic Title TI - Orchard Park	Old Republic Title	Eel Janzaur	(847) 991-4033	E.janzaur@OldRepublicTitle.com	\$ 61,658.00	May 2018	
18-620-001	Palatine Park District Stables Area #2 Renovations	Palatine Park District	Steven Nagle	(847) 991-4033	SNagle@palatineparks.org	\$ 70,732.00	July 2018	
18-632-001	Elburn Village Hall Expansion	Village of Elburn / Prairie Forge Group	Dave Stemetz	(630) 221-0671	dvetemetz@pr-fgroup.com	\$ 124,863.00	July 2018	
18-632-002	Lazarus House Remodel	Prairie Forge Group	Dave Stemetz	(630) 221-0671	dvetemetz@pr-fgroup.com	\$ 6,866.00	July 2018	
18-713-001	Roselle Heights Parking Lot Addition	Roselle Heights, LLC	Robert Osborn	(847) 985-2115	rosborn@rat.net	\$ 56,140.00	November 2018	
18-740-001	Schaumburg Golf Club Women's Locker Room Renovation	Schaumburg Park District	Niki Rao	(847) 985-2115	nirao@parkfun.com	\$ 164,320.00	March 2018	
18-740-002	Schaumburg Handon Administration Renovation	Schaumburg Park District	Niki Rao	(847) 985-2115	nirao@parkfun.com	\$ 575,000.00	August 2018	
18-740-003	Schaumburg CRC Pool Locker Upgrade	Schaumburg Park District	Niki Rao	(847) 985-2115	nirao@parkfun.com	\$ 160,932.00	August 2018	
18-790-001	Centennial Park ADA Improvements	Town of Munster	Greg Vitale	(219) 836-6925	grytal@munster.org	\$ 127,320.00	April 2018	
18-790-002	Heritage Park Paver Repairs	Town of Munster	Greg Vitale	(219) 836-6925	grytal@munster.org	\$ 43,520.00	September 2018	
18-875-001	North Shore Center For Performing Arts Interior Improvements	Village of Skokie	Michael Aleksc	(847) 933-8240	michael.aleksc@skokie.org	\$ 83,375.00	August 2018	
18-805-001	Prairie West Park Playground Improvements	Town of St. John	Chip Sobek	(219) 313-1135	csobek@stjohnm.com	\$ 335,252.00	April 2018	
18-900-001	Bainbridge High School Athletic Storage Building	Valley View Community Unit SD 365U	Michael Lopez	(331) 425-8880	LOPEZM1@vvsd.org	\$ 225,000.00	July 2018	
18-930-001	Reed School Renovations	Will Co. School District #92 / Gilbane	Joseph Starny	(312) 614-3892	JStarny@GilbaneCo.com	\$ 200,320.00	July 2018	
18-930-002	Lanburg School Playground Renovation	Will Co. School District #92 / Gilbane	Joseph Starny	(312) 614-3892	JStarny@GilbaneCo.com	\$ 60,832.00	August 2018	

2018 COMPLETED PROJECTS: \$ 5,081,294.00

List any determinations by a court or governmental agency for violations of federal, state or local laws, including but not limited to violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational Safety and Health Act (OSHA), the National Labor Relations Act (NLRA), or federal Davis-Bacon and related Acts.

Date	Law	Determination	Penalty
N/A			



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 03-21-2016

Employer Identification Number:
81-1896220

Form: SS-4

Number of this notice: CP 575 A

INTEGRAL CONSTRUCTION INC
4053 183RD ST UNIT 2846
CNTRY CLB HLS, IL 60478

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-1896220. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

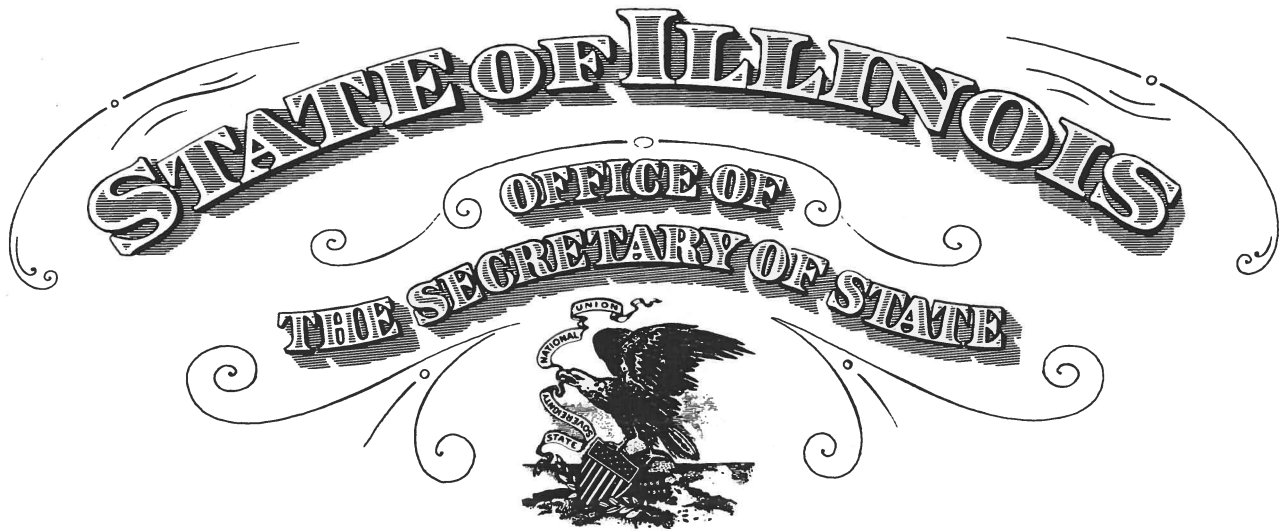
Form 941	07/31/2016
Form 940	01/31/2017
Form 1120	03/15/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

INTEGRAL CONSTRUCTION INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MARCH 21, 2016, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 10TH day of SEPTEMBER A.D. 2020 .

Jesse White

SECRETARY OF STATE

Notification of Payment and Filing Requirements

Illinois Withholding Income Tax



April 29, 2016



Letter ID: CNXXX17886792481

#BWNKMGV

#CNXX X178 8679 2481#

INTEGRAL CONSTRUCTION INC

4053 183RD ST UNIT 2846
COUNTRY CLUB HILLS IL 60478-3436

Account ID: 81-1896220-000



Return required: Quarterly
Payment required: Monthly

We recently received your Illinois withholding income tax registration, payment, or return and set up your withholding account. (If you filed this in error, call the Central Registration Division of the Illinois Department of Revenue at 217 785-3707 to cancel your registration.)

You are responsible for submitting withholding income tax

- 1. payments** (Form IL-501) on or before the 15th day of every month following the month of your payroll. For example, withholding from all January payrolls is due February 15.
- 2. returns** (Form IL-941) each quarter for the preceding quarter by the last day of April, July, October, and January of the following year. You are required to file a return even if you have no tax liability for a reporting period.

We offer several electronic options for paying and filing withholding income tax, most are available on our website, tax.illinois.gov. We strongly encourage Illinois taxpayers to use our program, **MyTax Illinois**. **MyTax Illinois** provides a centralized location on the Illinois Department of Revenue website for taxpayers to file returns, make payments, and manage their tax accounts.

Note: If you exceed \$12,000 in withholding during any quarter, you must begin paying electronically using the semi-weekly payment and quarterly return schedule for the following quarter, the remainder of the year, and the subsequent year.

See Publication 131, Withholding Income Tax Payment and Filing Requirements, for more information. If you have questions, visit our website at tax.illinois.gov or call us weekdays between 8 a.m. and 4:30 p.m. at the telephone number listed below.

CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030

217 785-3707



Mail Date: 12/02/2019
 Letter ID: CNXXXX6289539682
 Account ID: 4780204

Rate Determination

Account ID: 4780204 Protest Due Date: 12/17/2019 For Calendar Year: 2020

APPLICATION FOR REVIEW OF RATE DETERMINATION

CONTRIBUTION RATE
0.625%
 IMPORTANT

What type of protest are you filing? (Check one)

- Benefit Charges
- Taxable Wages
- Both Benefit Charges and Taxable Wages
- Other. Please explain:

This contribution rate is used to calculate your contribution due for quarters in 2020 ONLY.

IDES RECORD			EMPLOYER RECORD	
QTR/YR	BENEFIT CHARGES	TAXABLE WAGES	BENEFIT CHARGES	TAXABLE WAGES
Q3/2017	0.00	14,004.54		
Q4/2017	0.00	1,421.46		
Q1/2018	0.00	62,880.00		
Q2/2018	0.00	18,269.45		
Q3/2018	0.00	11,083.05		
Q4/2018	0.00	35,711.54		
Q1/2019	0.00	120,856.26		
Q2/2019	0.00	34,703.93		
TOTALS	0.00	298,930.23		

INFORMATION AND ATTACHMENTS: UI-3/40 REG-UI-1 UI-50A Director's Order allowing BEN 118 Protest

Other _____

IMPORTANT: This application for review setting forth specific reasons in support thereof must be filed within **15 DAYS** after the printed date of mailing. Protests are considered timely only if submitted online at mytax.illinois.gov, postmarked, faxed, or delivered on or before the protest due date indicated above.

MAIL TO:
 ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
 33 S STATE ST, 10TH FLOOR
 CHICAGO, IL 60603-2802

FAX TO:
 (217) 557-1948

Signed: _____ Title: _____

Telephone: _____ Date: _____

Rate Determination



ides.illinois.gov

#BWNKMGV
 #CNXX XX62 8953 9682#
 INTEGRAL CONSTRUCTION INC
 INTEGRAL CONSTRUCTION INC
 320 ROCBAAR DR
 ROMEOVILLE IL 60446-1169

Mail Date: 12/02/2019
 Letter ID: CNXXXX6289539682

Account ID: 4780204
 Name: INTEGRAL CONSTRUCTION INC
 Protest Due Date: 12/17/2019
 For Calendar Year: 2020
 Wage Base: \$12,740.00

EXPERIENCE RATING RECORD FOR THE PERIOD ENDING 06/30/2019

$BENEFIT\ CHARGES \times BENEFIT\ CONVERSION\ FACTOR = CONVERTED\ BENEFIT\ CHARGES$
 $CONVERTED\ BENEFIT\ CHARGES / TAXABLE\ WAGES = BENEFIT\ RATIO$
 $BENEFIT\ RATIO \times STATE\ EXPERIENCE\ FACTOR + PENALTY\ RATE = FUND\ BUILDING\ RATE$
 $FUND\ BUILDING\ RATE = CONTRIBUTION\ RATE\ (NEW)$

\$0.00 138.40 0.00 298,930.23 79.00 0.000 0.425 0.625%

QUARTERLY DETAIL		
QTR / YEAR	BENEFIT CHARGES	TAXABLE WAGES
Q3/2017	0.00	14,004.54
Q4/2017	0.00	1,421.46
Q1/2018	0.00	62,880.00
Q2/2018	0.00	18,269.45
Q3/2018	0.00	11,083.05
Q4/2018	0.00	35,711.54
Q1/2019	0.00	120,856.26
Q2/2019	0.00	34,703.93
TOTALS	0.00	298,930.23

Note: The rate is applicable for the entire year.

The rate cannot be lower than 0.200% or higher than 6.400% plus the fund builder and any statutory surcharge.

An employer whose rate is higher than 5.400% and whose total wages for a particular quarter are less than \$50,000.000 pays contributions at 5.400% for that quarter.

AFFILIATE ACCOUNT(S) - Benefit Charges and Taxable Wages are the combination of all accounts in the affiliation. SUCCESSOR ACCOUNT(S) - Benefit Charges and Taxable Wages are the combination of your account and predecessor account(s).

APPLICATION FOR REVIEW - If you have a basis for protesting this rate determination, you may file the attached application for review. Such application MUST SET FORTH SPECIFIC REASONS in support thereof and must be filed within 15 DAYS after the printed date of mailing. Protests are considered timely only if submitted online at mytax.illinois.gov, postmarked, faxed, or delivered on or before the protest due date indicated above.

Account ID: 4780204 Protest Due Date: 12/17/2019 For Calendar Year: 2020

APPLICATION FOR REVIEW INSTRUCTIONS

SECTION I

You must mark the appropriate box indicating the type of protest that you are filing. Be sure to include an explanation if you check "Other".

SECTION II

Indicate under the columns titled "Employer Record" any amounts that differ from the amounts shown under "IDES Record". Please attach documentation to substantiate these amounts.

IMPORTANT:

The application for review setting forth specific reasons in support thereof must be filed within 15 days after the date of mailing as shown on this Notice. Protests are considered timely only if submitted online at mytax.illinois.gov, postmarked, faxed, or delivered on or before the Protest Due Date.

Use this space for additional comments:

FREE LEGAL SERVICE PROGRAM NOTICE

IDES contracts with private law firms to provide small employers with limited free legal services with respect to administrative proceedings that address the subject of this notice. To be considered a small employer, you must have reported fewer than 20 employees during any two of the four quarters preceding the request for free assistance. These independent law firms are not part of IDES. Representation at your hearing is not automatic and depends, in part, upon the facts in your case.

The level of legal services provided will depend on the substance of your challenge to this notice. If you are interested in obtaining legal services, call the number listed below as soon as possible. Any delay in calling could result in your not being able to obtain this service.

Small Employers, please call: (866) 641-4288
(312) 641-6403 TTY (not toll-free)



Your Merit Shop Voice Across Illinois

December 4, 2019

To Whom It May Concern,

Pursuant to Section 30-20 of the Illinois Procurement Code (30 ILCS 500/30-22 (6)), this letter is to verify that Integral Construction Inc. is a member in good standing with Associated Builders & Contractors, IL through December 31, 2020. Please be advised that our Association offers apprenticeship programs certified by the United States Department of Labor.

If you need any further information or verification, please feel free to contact me.

Thank you,

Alicia Martin
President
Associated Builders & Contractors, Inc. – Illinois Chapter

CERTIFICATE OF MEMBERSHIP

THIS IS TO PROUDLY
CERTIFY THAT

Integral Construction Inc.

IS A MEMBER IN GOOD STANDING OF ASSOCIATED
BUILDERS & CONTRACTORS, INC. - ILLINOIS CHAPTER
FOR THE YEAR OF 2020

Alicia Martin

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Illinois Chapter

Your Merit Shop Voice Across Illinois

December 4, 2019

Dear Joseph Zinchuk - Integral Construction Inc.,

For over 40 years, ABC has been the leading voice in Illinois promoting free enterprise within the construction industry. Our members believe in fair and open competition where projects are awarded to the most qualified contractor who delivers the best value through exceptional workmanship and service.

We appreciate your hard work and commitment to the merit shop philosophy. We are working every day to advocate for your business by breaking down barriers that might impede your ability to win work and deliver that work safely, ethically, and profitably in the communities where you work.

Your investment gives us the resources we need to represent you on issues critical to the industry, offering aggressive political and legislative advocacy, safety programs, management education, craft training, networking opportunities and business development tools.

The chapter is working tirelessly on multiple fronts with community partners to attract talented people to the construction industry. We will continue to strengthen and expand our training programs to ensure we meet your training needs. We all need to be ambassadors for our industry in cultivating a skilled workforce in the future.

Thank you for your continued confidence and support. We look forward to serving you in 2020!

Sincerely,

A handwritten signature in black ink that reads 'Alicia Martin'. The signature is written in a cursive, flowing style.

Alicia Martin

President

Associated Builders & Contractors, Inc. – Illinois Chapter

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

Associated Builders & Contractors of Illinois, Inc.

Elk Grove Village, Illinois

For the Trades - Carpenter, Electrician, Operating Engineer, Painter
Pipefitter, Plumber, Welder, Cement Mason, Roofer, Construction Craft Laborer
Heating & Air Conditioning Mechanic & Installer, Ironworker and Boilermaker

*Registered as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

February 22, 1989

Date Revised June 11, 2019

IL008890010

Registration No



AL V. Hall
Administrator, Office of Apprenticeship



SUBSTANCE ABUSE PREVENTION POLICY

Integral Construction Inc. is committed to taking any and all reasonable actions to create and maintain a workplace free from any substance abuse.

Integral Construction Inc. will work diligently to increase awareness of the dangers of substance abuse within our workplace and throughout the construction industry.

Disclaimer: This policy is intended for reference purposes only and all applicable state and local laws or statutes shall be consulted and enforced prior to implementation.



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SCOPE OF POLICY

This document contains procedures for implementing a drug and alcohol testing program, Integral Construction Inc. prohibits the use, possession, sale, purchase, manufacture, distribution, transfer or consumption of alcohol and all illegal drugs, including legally regulated drugs.

This program applies to all employees and potential employees of the company, as well as subcontractors at all tiers, including non-bargaining and bargaining unit employees.

DEFINITIONS

Banned Substances: Illegal substances, as defined by federal/state laws, including:

- a. Amphetamines
- b. Opiates
- c. Phencyclidine (PCP)
- d. Cocaine
- e. THC (Marijuana/Cannabinoids)
- f. Intoxicants (drug and alcohol)
- g. Synthetic drugs

Third-Party Administrator: Integral Construction Inc. may retain a third-party administrator to perform testing and reporting procedures. See Appendix A: Additional Definitions.

POLICIES AND PROCEDURES

A urine drug screen shall be administered under the following circumstances.

1. **Pre-Hire Drug Screening.** All potential employees must submit to a urine drug screen no later than the commencement of employment. Pre-hire drug screening will test for the presence of illegal drugs and substances and the illegal use of prescription drugs. This screen does not include an alcohol test. Potential employees who refuse to submit to this test will not be permitted to work for the company.

If the employer participates in a pre-screen/certification program through a collective bargaining agreement (CBA) or other arrangement, and the potential employee has undergone a prior screening to which, through the CBA or other arrangement, the company is provided access to the results/certification, then the potential employee shall be deemed to have complied with the company's pre-hire drug screening requirements.

2. **Existing Employees.** Existing employees who are transferred from another location must submit to a urine drug screen prior to entering the jobsite. This screen tests for the presence of



illegal drugs and substances and the illegal use of prescription drugs. This screen does not include an alcohol test. Employees who refuse to submit to this test will not be permitted to work for the company.

If the employer participates in a pre-screen/certification program through a CBA or other arrangement, and the employee has undergone a prior screening to which the company has access to the results/certification, then the employee shall be deemed to have complied with the company's pre-hire drug screening requirements. Likewise, if an employee has undergone a urine drug screen with the company within the previous three (3) months, and the company deems this test sufficient, then the employee shall be deemed to have complied with the company's pre-hire drug screening requirements.

3. **Testing for Cause.** All employees may be tested for cause when a reasonable suspicion exists that the employee appears to be under the influence of illegal drugs or illegally using prescription drugs, synthetic drugs and/or alcohol.
4. **Causal/Incident-Related.** All employees who are involved with, or may have contributed to, an incident that results in property damage or requires treatment beyond onsite first aid are required to submit to a drug screen and alcohol test. (Note: a company may also require a drug screen and/or alcohol test for incidents resulting in first aid treatment. Please consult your state/local laws pertaining to testing procedures to verify if such a practice is permissible).
5. **Random.** When pennitted by law, employees may be randomly selected for unannounced drug and alcohol screening using a scientifically/statistically valid computerized number generation process. Employees are notified of selection no more than 48 hours prior to testing.
6. **Reinstatement, Return-to-Duty and Follow-Up Testing.** After signing an agreement or participating in substance abuse counseling established by the company, the employee must complete a drug screen before returning to active employment.

TESTING PROCEDURES

I. Drug Screening of Applicants for Employment

1. Upon entering the jobsite or workplace, all applicants will proceed to the project office or trailer. They will be advised whether specimen collection will occur onsite in an approved facility or at an approved clinic offsite.
2. Each applicant will read and sign a Drug Screen Consent Form prior to any test being administered.
3. On a preprinted, itemized form furnished by the employer, each applicant will be asked to identify any medication he/she is taking or has taken during the 30 days preceding the test.
4. A formal chain of custody will be established for every drug screen.



5. A split sample consisting of two urine collection containers sealed in a plastic container will be furnished to the applicant. (Note: Testing may be performed by a third-party administrator.) The containers must contain an amount of urine sufficient for one Enzyme Medical Immunoassay Test (EMIT) and two Gas Chromatography/Mass Spectrometry (GC/MS) tests (no less than 2 ounces of urine per container). Each applicant's urine specimen will be collected and temperature tested for verification. The second container will be used in the event the first container becomes contaminated.
6. Before the specimen leaves the applicant's sight, the urine containers will be sealed with security tape that has been initialed by applicant.
7. Specimens collected onsite will be transported to a laboratory in accordance with the chain of custody procedures. A portion of the sample will be tested using the EMIT; if positive, another portion and/or the split sample will be tested for verification using the GC/MS test.
8. The remainder of the urine specimen and split sample will remain at the laboratory for 30 days following the test.
9. Upon signing a form giving consent to use the urine sample for drug screening, the applicant is eligible for employment on a 72-hour probationary basis. This consent form is co-signed by the collection specialist.
10. Any applicant who refuses to submit to a drug screening will not be eligible for employment.
11. The employer receives the drug test results within 72 hours. If the applicant's test results in a confirmed positive, as confirmed by a medical review officer (MRO), he/she will be terminated immediately and paid for all hours worked, if permissible by state/local law. The individual will not be eligible for employment with the employer for a period to be determined by the employer, not exceeding one year. If hired later by the employer, and contingent on a negative drug screen, the employee may be tested periodically without notice for a period of up to one year from the date of hire.
12. If any individual who has tested positive by the MRO wants to confirm the results of the GC/MS test, he/she may do so by having a GC/MS test performed on the previously collected split urine specimen at a certified National Institute on Drug Abuse (NIDA) or Substance Abuse and Mental Health Services Administration (SAMHSA) laboratory of his/her choice. The specimen will be shipped directly from the employer's lab to the lab of the employee's choice. The costs of this test will be borne by the employee. If the results of this test are negative, the individual will be reinstated with full back pay and benefits, and will be reimbursed for the cost of the test. The individual must exercise the option of a second GC/MS test within 24 hours of being notified of the positive results.



13. Pre hire drug screens include tests for at least the following (a five- panel drug screen):

- a) Amphetamines
- b) Opiates
- c) Phencyclidine (PCP)
- d) Cocaine
- e) THC (Marijuana/Canabinoids)

Integral Construction Inc. reserves the right to administer testing for additional substances (For more information on seven-panel, 10-panel, 12- panel and hair follicle tests, refer to the "Best Practices" section of the Construction Coalition for a Drug- and Alcohol-Free Workplace website at www.drugfreeconstruction.org).

II. Drug Screening of Transferred Employees

The procedure for testing employees transferred from another jobsite is the same as the pre-hire procedure.

III. "For Cause" Testing Procedures

1. All employees working for Innovation Landscape, Inc. may be tested for illegal drugs, substances, synthetic drugs and alcohol if there is reasonable suspicion that the employee is under the influence of alcohol, any of the substances identified in paragraph 13 or abuse of prescription medication. For the purpose of this program, the term "reasonable suspicion" shall be defined as "aberrant behavior or unusual on-duty behavior of an individual employee who:
 - a. is observed on duty by either the employee's immediate supervisor, higher ranking employee, or other managerial personnel who have been trained to recognize the symptoms of drug abuse, impairment or intoxication (observations shall be documented by the observers);
 - b. exhibits the type of behavior that shows accepted symptoms of intoxication or impairment caused by controlled substances or alcohol or addiction to or dependence upon said controlled substances; and
 - c. such conduct cannot reasonably be explained by other causes such as fatigue, lack of sleep, side effect of prescription or over-the- counter medications, illness, reaction to noxious fumes or smoke.



2. Testing of this type will not be conducted without the written approval of the company's superintendent or designated manager. The jobsite superintendent or designated manager must document in writing who is to be tested and why the test was ordered, including the specific objective facts constituting reasonable suspicion leading to the test being ordered, and the name of any source(s) of this information. One copy of this document shall be given to the employee before he/she is required to be tested. After receiving a copy of the document, the affected employee shall be given enough time to read the document.
3. When a supervisor, higher ranking employee or other managerial personnel has reasonable suspicion to believe an employee is using, consuming or under the influence of an alcoholic beverage, non-prescription controlled substance (other than over-the-counter medication), and/or non-prescribed narcotic drug while on duty, that person will notify the jobsite superintendent or designated manager for the purpose of observation and confirmation of the employee's condition. The employee will be given an opportunity to explain his/her condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to noxious fumes, reaction to over-the-counter medication or illness. If, after this explanation, the jobsite superintendent or designated manager continues to have reasonable suspicion that the employee is using, consuming and/or under the influence of an alcoholic beverage, non-prescribed controlled substance or non-prescribed narcotic while on duty, then, by a written order signed by the superintendent or designated manager, the employee may be ordered to immediately submit to a drug and alcohol screen. Refusal to submit to testing after being ordered to do so may result in disciplinary action up to and including discharge.
4. Employee drug screens for cause will include testing for alcohol, as well as the same drugs as the pre-hire screening test. Each employee will read and execute a consent form prior to any test being administered. Failure to execute the consent form will result in termination.
5. Reasonable suspicion testing shall be performed at a NIDA/SAMI-ISA-approved clinic. The individual will be immediately accompanied to the clinic by a company representative. Samples will be taken as per the pre-hire procedure.
6. An EMIT test and, if positive, a confirming GC/MS test, will be performed on the urine sample. The remainder of the sample and the split sample will be stored at the laboratory for 30 days.
7. If an employee's test is positive, his/her employment will be terminated immediately. The employee will be given a copy of the results of the drug screen. He/she may have the second container tested at his/her own expense as per the pre-hire procedure.
8. Alcohol detection will be based on a evidential breath alcohol device approved by the National Highway Traffic Safety Act. If an employee's test results indicate he/she is legally intoxicated at or above the state of jurisdiction's legal limit, he/she may be subject to discipline up to and including discharge.



IV. Causal/Incident-Related Testing

Subject to applicable law and consistent with reasonable suspicion, the company reserves the right to require its employees to present themselves for testing within 24 hours following an employee's involvement in an accident, near accident or an incident resulting in lost work time, property damage, and/or injury to any employee or other person while on the company's premises, on the job or otherwise working for the company.

V. Random Testing

Subject to applicable law, the company reserves the right to require its employees to present themselves for random, unannounced testing. The company will adopt an objective procedure, using a statistically valid number generation process, to randomly select employees to be tested.

Upon anonymous selection, the company will notify the employee(s) to report immediately for drug testing. The company solely determines the time and frequency of random drug tests. Any employee may be selected for random testing in accordance with state/local laws. An employee could be randomly selected for testing more than once a year.

VI. Reinstatement, Return-to-Duty and Follow-Up Testing/Rehabilitation Programs

The company maintains a referral relationship with drug and alcohol abuse services. Additionally, certain health insurance benefits may provide help to employees who suffer from substance abuse and/or other personal or emotional problems; however, it is the responsibility of each employee to seek necessary professional assistance before alcohol and drug problems lead to disciplinary action.

If the company mandates a sponsored rehabilitation program, the employee will be subjected to a drug screen following the procedures outlined in Section I (Drug Screening of Applicants for Employment) prior to reinstatement. In addition, per post-rehabilitation program monitoring guidelines, the company may subject the employee to follow-up testing for a period to be determined in cooperation with the rehabilitation program and employer. Testing will follow the procedures outlined in Section V (Random Testing).



VII. Drug and Alcohol Testing Requirements for Employees with a Commercial Driver's License (CDL)

The United States Department of Transportation (DOT) requires that all employees maintaining a CDL and operating commercial motor vehicles be subjected to the drug screen policies outlined in the "Testing Procedures" section of this document. CDL employees, per the DOT, are required to submit to a minimum five-panel drug screen for the presence of:

1. Amphetamines
2. Opiates
3. Phencyclidine (PCP)
4. Cocaine
5. THC (Marijuana/Canabinoids)

A positive test result requires the employee to be immediately removed from operating any commercial motor vehicles on public roadways. In addition, employees whose test produces a positive result must complete return-to-duty and follow-up testing after completion of an approved rehabilitation program as prescribed by a substance abuse professional. Follow-up testing must include a minimum of six unannounced, directly observed drug screens within 12 months of the initial return-to-duty screen following the procedures outlined in Section V (Random Testing).

For more information on the DOT's CDL drug screening requirements, visit:
http://www.fmcsa.dot.gov/documents/Drug_Alcohol_Test_Brochure2009_5_08_compliant_rev2.pdf

VIII. Disciplinary Policies and Procedures

For examples of disciplinary procedures and appeals processes, visit the "Best Practices" section of the Construction Coalition for a Drug- and Alcohol-Free Workplace website at www.drugfreeconstruction.com.

First Offense

Disciplinary actions defined by the company

Second Offense

Disciplinary actions defined by the company.

Appealing Disciplinary Action



Appeals process defined by the company.

Substance Abuse Rehabilitation

Following a positive result, the company retains the right to enter the employee into an approved substance abuse rehabilitation program. Upon completion of the program, the employee will be subjected to drug screening procedures outlined in Section VI (Reinstatement, Return-to-Duty and Follow-Up Testing/Rehabilitation Programs).

IX. Policy Amendments

Review Procedures

The company will undertake a comprehensive review of the policy biennially. A review panel consisting of senior management, safety professionals and site employees will assess the relevance and current status of the policy's components, as well as incorporate updated procedures and requirements that will ensure the policy meets or exceeds industry requirements. Any policy changes made as a result of the review will be made available and provided to every employee as an addendwn to the company's Employment Policies and Procedures Handbook.

In addition to the biennial policy update, the company may undertake revisions due to new regulatory requirements. Any revisions made outside the biennial review will be provided as a separate addendwn to all employees.

X. Confidentiality Statement

Employee information, including drug screen results and rehabilitative programs, will be treated as medical records and will remain strictly confidential following HIPAA guidelines for patient confidentiality.

Employee requests to release the results of drug screens to any party outside the company must be made in writing and given to the employee's immediate supervisor and designated safety and health officer.



SAMPLE CONSENT FORM

Pre Hire

Release form for obtaining urine samples for drug screening and permission to furnish the results to the company.

For Cause

Release form for obtaining urine samples for drug screening and permission to furnish the results to the company.
Release form for obtaining NHTSA-approved evidential breath alcohol test and permission to furnish the results to the company.

Post Incident

Release form for obtaining test samples for drug and alcohol screening following any incident requiring medical care.

I hereby authorize the *Company*, its physicians or agents, to take the indicated sample from me to use for the purposes indicated above. I understand why these samples are being requested and I give permission for the results to be released to the company and to my employer (if different).

I further release and hold harmless the owner, the company and its subcontractors from any consequences arising out of the drug and/or alcohol test or results therefrom.

Name (please print)		Social Security Number	
Signature (required)		Date	
Street	City	State	Zip
Phone Number (with area code)			
Witness		Date	
Employer		Occupation	

GINGERWOOD PARK CONCESSION BUILDING



SITE SPECIFIC LOGISTICS / HEALTH & SAFETY PLAN

SAMPLE



GINGERWOOD PARK CONCESSION BUILDING

The Safety Manual is provided as a guide to help promote a safe work site. This resource will be displayed at the first aid cabinet and will be reviewed at sub-contractor meetings throughout the project to supplement the subcontractors tool box talks and safety programs.

Contents

1. Emergency Contacts – Police, Fire and Hospital information
2. Site Logistics / Utilization Plan – Site Plan, gates, staging area
3. Integral Construction Safety Program – Includes safety checklist
4. Fleet Program – Safety, accidents, theft and reporting
5. Substance Abuse Policy
6. Accident Report Forms
7. Safety Violation Forms
8. Emergency Action Plan – Stop Work, Evacuation, Tornado and All Clear
9. MSDS – Sub contractor provided
10. Superintendent Construction Safety Checklist – Blank Forms



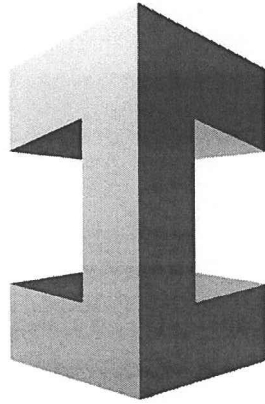
GINGERWOOD PARK CONCESSION BUILDING

EMERGENCY CONTACTS

POLICE – FIRE – AMBULANCE – EMERGENCY	911
FIRE – AMBULANCE - NON-EMERGENCY	630-469-1187
POLICE DEPARTMENT - NON-EMERGENCY	630-469-5265
Integral Construction Inc. Project Manager – Christopher Osinski	312-931-7465
Integral Construction Inc. Superintendent – Ken Kloska	219-895-0558
City of Oak Forest Fire Department 4907 W. 167 th St. Oak Forest, IL 60452	708-687-6050
City of Oak Forest Police Department 15440 S. Central Ave. Oak Forest, IL 60452	708-687-4050
Advocate South Suburban Hospital 17800 Kedzie Ave. Hazel Crest, IL 60429	708-799-8000

Directions to closest immediate care:





INTEGRAL™
CONSTRUCTION, INC.

IS COMMITTED TO PROVIDING A
SAFeworking ENVIRONMENT

PLEASE REPORT CONCERNS TO YOUR
SUPERINTENDENT

OR

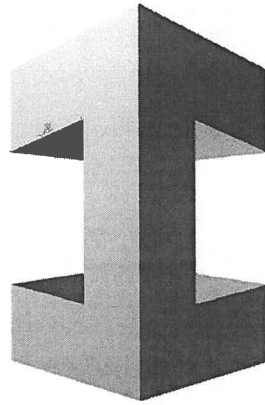
TO **CONFIDENTIALLY** REPORT UNSAFE
CONDITIONS, PLEASE LEAVE A
VOICEMAIL WITH

- (1) THE JOB SITE
- (2) YOUR CONCERN(S)

ON THE

SAFETY HOTLINE

(844) 317-7403 x102



INTEGRALTM

CONSTRUCTION, INC.

EMERGENCY ACTION PLAN

THE FOLLOWING SIGNALS WILL BE UTILIZED:

STOP WORK ORDER: One 5-second blast of the horn.

If you hear one blast while you are on site, you should immediately stop work and wait for further instructions.

EVACUATION ORDER: Two 5 second blasts of the horn.

If you hear this order, you should exit through the closest exit and proceed to the Construction Parking Area. Report to your supervisor for a head count. All supervisors will then report to the Burling Superintendent after their employees have been accounted for.

ALL CLEAR ORDER: Three 5 second blasts of the horn.

If you hear these blasts of the air horn, it is safe to re-enter the project.

TORNADO WARNING: One continuous blast of the horn.

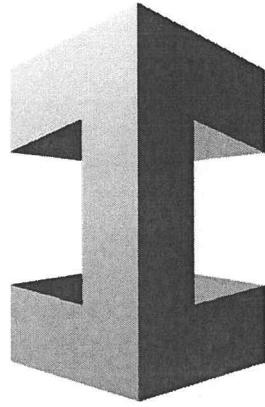
If you hear this blast, you should immediately go to the most enclosed area of the building and wait there until the all clear order is given.

Gingerwood Park Concession Building
Site Logistics Plan



Contractor
Staging/
Parking

Forest Ave



INTEGRAL[™]
CONSTRUCTION, INC.

Health and Safety Program

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Article I – Policy

Integral Construction, Inc. pledges itself to a policy of providing a healthy and safe place of employment for all of its employees. In order to accomplish this goal, Integral Construction, Inc. will abide by all applicable Federal, State and Local safety regulations which pertain to its business and will initiate safety regulations of its own whenever an unsafe condition or practice not covered by the government regulations is discovered. The company will endeavor to ensure that safety practices as dictated by locations and circumstances are always followed.

It is company policy to provide a safe environment for our employees and the visiting public. Safety is paramount and short cuts will not be tolerated. We intend to comply with the Occupational Safety and Health Administration Act supplemented by our own rules to eliminate the possibility of accidents.

Article II – Responsibilities

- A. To accomplish the policy of Integral Construction, Inc., as stated above, the management of the company will:
1. Demonstrate a positive attitude toward the achievement of a strong safety program, with the objective of preventing personal injury and property damage through direct and active support;
 2. Continually support and enforce the Integral Construction, Inc. Health and Safety Program;
 3. Know the safety records of all supervisors and insist on accountability;
 4. Communicate about safety on pre-bid planning and visits to the jobsites, in the same way costs and schedules are communicated;
 5. Include the discussion of safety programs at staff meetings;
 6. Make the necessary appropriations to meet the requirements of an effective safety program;
 7. Provide safety instruction and training for employees;
 8. Provide first aid instruction to designated employees;
 9. Enforce this policy and discharge any employee who willfully disregards it;
 10. Require all subcontractors to abide by this safety policy or their own policy, whichever is more stringent, and document any and all violations;
 11. Require all subcontractors to provide Integral Construction, Inc. Inc., with written copies of all toolbox talks, safety audits, MSDS sheets, accident reports, etc., performed while working on the project. Failure to provide these documents may result in penalties being assessed to the subcontractor.
 12. Establish a procedure for the prompt treatment of injuries;
 13. Investigate all accidents occurring on the job and prepare a report on each accident.
 14. Practice safety through good example.
- B. To achieve the policy of Integral Construction, Inc. as stated in Article I, the Job Superintendents will:
1. Be responsible for on-site safety and be familiar with safety laws and regulations;
 2. Provide for safety planning in the scheduling and coordination of the work;
 3. Assist in pre-job setup including installation of safety signage and project bulletin board, with applicable postings. Be responsible for posting danger and warning signs as the job progresses;
 4. Establish emergency response and evacuation programs and coordinate with all contractors;
 5. Include safety concerns and pre-planning in all project coordination meetings.
 6. Ensure that all necessary personal protective equipment, job safety materials, and first aid equipment are provided at the jobsite and used at the proper time and in the proper manner;
 7. Instruct foremen regarding their individual safety responsibilities;
 8. Require all subcontractors to adhere to all safety regulations;
 9. Instruct all employees in safe procedures and job safety, and insist on compliance with safety requirements.
 10. Maintain files of Material Safety Data Sheets. (MSDS)
 11. Perform weekly toolbox talks.

12. Conduct weekly safety reviews, initiate corrective actions for hazards found, and issue written warnings to employees/subcontractors observed violating this program or OSHA regulations. Ensure that no unsafe conditions exist in the work area or other areas under the company's control and accessible to workers;
13. Review all accidents with the foreman, file accident reports (See attached form), and ensure, if necessary, corrective action is immediately taken;
14. Have this program available for the inspection by the employees;
15. Make certain that all injuries are properly and promptly cared for;
16. Collect subcontractors' tool box talks on a weekly basis.

C. To realize the policy of Integral Construction, Inc. as stated in Article I, above, every foreman shall:

1. Follow and enforce the Integral Construction, Inc. Health and Safety Program.
2. Monitor subcontractors' safety, taking corrective action where improper safety hazards exist.
3. Enforce the use of proper personal protective equipment.
4. Ensure prompt first aid is administered to injured employees.
5. Lead by example.

D. To realize the policy of Integral Construction, Inc. as stated in Article I, above, every employee is to:

1. Work only according to good safety practices;
2. Refrain from committing any unsafe act or practice that might endanger himself or another person;
3. Properly use all safety devices and equipment provided for his protection;
4. Immediately report any unsafe conditions or practices to the foreman or Job Superintendent;
5. Assume responsibility for his thoughtless or deliberate acts that can cause injury to himself or to others; and
6. Continue to follow safe practices at all times when on the job-site, whether or not he is then working on the job.

- E. In order to accomplish the policy of the Integral Construction, Inc., Inc. as stated in Article I above, every subcontractor/vendor will as it relates to Integral Construction, Inc. projects;
1. Abide by all applicable safety rules and regulations and safe practices while working on a project for Integral Construction, Inc.;
 2. Assume full responsibility for their acts of commission or omission resulting in an unsafe practice or condition;
 3. Ensure that all of their employees and subcontractors follow all applicable safety rules and regulations and safe practices while working on a project for Integral Construction, Inc.;
 4. Faithfully live up to their pledge in Article 4.3 of their contract to comply with all governmental safety regulations;
 5. Submit two (2) bound sets of their Material Safety Data Sheets (MSDS).
- F. To fully attain the safety and health program of the Company, one official of the Integral Construction, Inc.' management shall be designated as the company Safety Manager, and will:
1. Be familiar with Federal, State and Local health and safety regulations which pertain to the business carried on by the construction company;
 2. Be available to the supervisors, foremen, and employees who have safety- related questions;
 3. Make certain that all supervisors know their responsibilities under the company safety program, and that those duties are carried out;
 4. See that all reports required are filed with government agencies such as OSHA;
 5. Periodically check to make sure that forms are being filled out quickly and completely;
 6. Make sure that supervisors understand and enforce their duties under this Health and Safety Program and that the weekly safety meetings are held with attendance recorded and subjects noted;
 7. Make certain that all new employees are instructed of Integral Construction, Inc. Health and Safety program;
 8. Perform periodic safety walks on the projects.

Article III: Safety Training, Planning, and Coordination

Safety Training

New Worker Orientation

Prior to beginning work at the project site, all subcontractor employees shall be given a comprehensive safety orientation by their foreman. This orientation should include a review of safety rules, disciplinary procedures, hazards at the site and the accident reporting procedures.

Other Training

All employees shall be trained in the safe working practices of their respective trade. Site specific training will be provided on an as need basis. All employees shall attend the weekly safety meetings (tool box talks). All training shall be documented.

Safety Planning

Integral Construction, Inc.'s Project Management Team shall include safety planning in all coordination meetings with all subcontractors at the project site. Such planning shall include a review of the construction methods, tools, equipment, Material Safety Data Sheets (MSDS) of the products to be used, protective equipment, and personnel assigned to the task. The purpose of the review shall be to determine any potential unsafe conditions or acts inherent in the work and which safety rules or regulations may be applicable to control the hazards.

Subcontractors shall comply with all safety instructions issued by Integral Construction Inc., in the safety planning.

Subcontractors shall conduct similar safety planning internally with their respective personnel. Supervisors and foremen shall issue safety instructions relating to the work to all employees when making work assignments.

Subcontractors Tool Box Talks

Subcontractors are required to schedule and conduct weekly safety meetings with their personnel similar to those outlined above. It is essential to the overall coordination of job safety that subcontractors conduct such meetings to disseminate to their personnel. Copies of the tool box talks shall be submitted to the Integral Construction, Inc. Superintendent on a weekly basis.

Hazard Reporting

Employees, subcontractors and their workers observing safety hazards or violations of safety rules and regulations, which are beyond their ability or authorization to correct or control, shall report them promptly to the Integral Construction, Inc. Superintendent for investigation and correction.

Article IV Disciplinary Policy

1. The first violation notice will be verbal to the employee with a written record placed in the employee's employment record. This will remain in effect for a period of eighteen months and if the employee has no further violations during that period then the violation will no longer be considered an active violation.
2. The second violation notice will be given to the employee both verbally and in written form with a copy being placed in the employee's employment record.
3. The third violation notice will be cause for dismissal.
4. Should an employee perform an act that is deemed a 'gross misconduct' by their supervisors, it shall be grounds for immediate dismissal from the company with no written or verbal notices being issued

.Subcontractors

All subcontractors shall, prior to their start of work, submit the names of their authorized and qualified Project Safety Representatives to the Integral Construction, Inc. Superintendent. All Project Safety Representatives shall be held accountable by their Companies for the immediate correction of hazards and unsafe acts and compliance with their Company Safety and Health and HAZCOM Programs, the project Documents, OSHA Standards and all other federal, state and local codes, laws and regulations by their employees and their subcontractors and suppliers, regardless of tier.

Upon knowledge by Integral Construction, Inc. of a safety hazard or unsafe act, verbal notification will be given to the subcontractor's responsible party. If the required correction does not occur immediately or within the time period specified by Integral Construction, Inc., verbal notification will be given to the Subcontractor's Project Safety Representative. If the Subcontractor's Project Safety Representative does not ensure correction and continuing safety compliance, Integral Construction, Inc. reserves the right to take whatever action is required to correct the hazard or unsafe act.

This action may include any of the following:

1. A stop work order for the specific operation or area of construction until the hazard or unsafe act is corrected.
2. Correction made by Integral Construction, Inc., or others and back charged to the subcontractor.
3. Written notification to the Subcontractor's Project Manager/Project Executive and Company President.
4. Replacement of the Subcontractor's Project Safety Representative.
- 5.

Subcontractor Workers

Repeated violations or lack of cooperation with regard to workers of a subcontractor or any of their contractors will indicate non-compliance with provisions included in the contract and may be reason for the worker being barred from the project site and/or for termination of the contractor's contract.

The following steps will be utilized in disciplining subcontractors for worker violation of safety requirements:

1. 1st Citation: A verbal warning will be given:
2. 2nd Citation: Notice is sent to the contractor. Worker must meet with the Integral Construction, Inc. Superintendent to review the violation to be sure the worker knows how serious this citation is and what corrective action must be taken.
3. 3rd Citation: Subcontractor worker will be banned from further access to the site.

“Immediate removal from the property” will result when:

1. Any worker, supervisor, or manager exposes themselves or other workers to potential injury and loss of life.
2. Any worker, supervisor, or manager openly exhibits disregard, defiance or disrespect for the safety plan.
3. Any worker, supervisor, or manager knowingly falsifies any investigative document or testimony involved in an investigation.
4. Violation physical encounters (fighting) occurs. All individuals involved in the incident are subject to removal.
5. Threats or harassing behavior are made against any personnel.
6. Theft or destruction of property occurs.
7. Any worker, supervisor, or manager consumes, possesses, distributes or is under the influence of alcohol/drugs.
8. Other Citations: Violations of safety, traffic, housekeeping or material storage rules.

Dispute Resolution

All disputes shall be resolved by Integral Construction, Inc. whose decision is final and not subject to any arbitration. Any potential return of personnel shall be at the discretion of the project superintendent.

Correction of Violations

All supervisors, managers, workers, or safety personnel have the authority to correct violations of safety regulations and/or unsafe conditions on the spot.

Article V Substance Abuse Policy

Purpose

The purposes of this Policy are as follows:

1. To establish and maintain a safe, healthy, alcohol and drug-free working environment for all employees, clients, and the general public;
2. To reduce the incidence of accidental injury to people or damage to property resulting from alcohol or drug abuse;
3. To provide assistance toward rehabilitation for any employee who seeks help in overcoming addiction to, dependence on, or problems with alcohol or drugs;
4. To initiate and maintain an alcohol and drug-free workplace and to comply with Federal regulations governing substance abuse.

Violation of this Policy will result in disciplinary action up to and including termination.

Policy Statement

It is the policy of Integral Construction, Inc. to maintain a workplace that is free from the effects of alcohol and drug abuse. Alcohol and drug abuse are harmful to an employee's health and interferes with the employee's productivity and alertness. Employees under the influence of alcohol or drugs are a danger to themselves and to their fellow workers.

Employees are prohibited from the use, sale, dispensing, distributing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on company or client premises. In addition, employees are prohibited from the off-premise use, possession, or sale of illegal drugs when such activities adversely affect job performance, job safety, or Company's reputation in the community.

Anyone who must use prescribed drugs or narcotics which may impair alertness during work hours should report this fact to their supervisor/ foreman *before* working, along with acceptable medical documentation to substantiate that a physician has prescribed the substance. Management will make a determination as to whether the employee is capable of performing his or her normal duties safely and properly.

Condition of Employment

Employees bear the primary responsibility for their own job performance and for taking any action or undergoing treatment necessary to maintain performance at a satisfactory level.

All employees who are subject to chemical screening will be required to sign a Statement of Understanding acknowledging their agreement to abide by the terms and conditions of this policy. Reasons for testing include:

1. Accidents/ Incidents in the Workplace:
Any employee involved in an incident which results in injury to a person or property to which an employee contributed as a direct or indirect cause, may be subject to a chemical screening. Failure to submit to chemical screening will result in immediate termination.

2. Reasonable Cause:

Any employee displaying behavior defined as excessive tardiness, excessive absenteeism, or erratic behavior such as noticeable imbalance, incoherence, disorientation, or projecting a noticeable odor of alcohol or drugs may be subject to a chemical screening. Failure to submit to chemical screening will result in immediate termination.

Prescription Drugs

Any employee using a prescription drug which may impair mental or motor functions shall inform the Company of such drug use. For the safety of all employees, Integral Construction, Inc. may (1) place the employee on temporary medical leave until released as fit for duty by the prescribing physician or (2) temporarily reassign the employee to duties commensurable with the employee's ability to perform. Integral Construction, Inc. reserves the right to have its physician determine if a prescription drug produces hazardous effects or to restrict the quantity the employee is allowed to bring to the workplace.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee.

Collection and Testing Procedures

Employees subject to alcohol or drug testing shall be driven or sent to a company designated medical facility and directed to provide breath and/or urine specimens.

Drug testing shall be Enzyme Multiplied Immunoassay Technique (EMIT), performed according to the National Institute of Drug Abuse (NIDA) standards by a NIDA-certified laboratory. Any positive result is confirmed by gas chromatography with mass spectrometry (gc/ms). The Chain of Custody shall be arranged through the participating clinic. The levels of acceptance (rejection) for drugs shall be as follows:

Substance	Screening Threshold	Confirmation Threshold
Amphetamines	1000 ng/ml	500 ng/ml
Barbiturates	300 ng/ml	300 ng/ml
Benzodiazepines	300 ng/ml	300 ng/ml
Cocaine Metabolites	300 ng/ml	150 ng/ml
Opiates Phencyclidine	300 ng/ml	300 ng/ml
(PCP) Marijuana	25 ng/ml	25 ng/ml
Metabolite Methadone	20 ng/ml	15 ng/ml
Methaqualone	300 ng/ml	300 ng/ml
Propoxyphene	300 ng/ml	300 ng/ml
	300 ng/ml	300 ng/ml

An employee can, at his or her own expense, arrange to have a sample found to be positive retested, provided that (1) the split sample is taken from the original sample provided by the employee, (2) the Chain of Custody is not broken, and (3) the retesting laboratory is NIDA-certified. If the second laboratory finds no evidence of drug use in the split specimen, the company will consider the drug test result as having been negative. In this case, the employee will be reimbursed for the cost of the second test and any wages that may apply.

No employee or agent of Integral Construction, Inc. or its subcontractors shall work on Company property/projects if the individual has a blood alcohol level of 0.01 percent or more. Breath specimens shall be tested by trained technicians, using federally approved breath testing devices capable of producing printed results that identify the employee. If the employee's breath alcohol concentration is 0.01 percent or more, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative.

Employee Assistance Program

Any employee who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Assistance may be sought by writing in confidence to, or asking for a personal appointment with the Safety Manager. Each request for assistance will be treated as confidential.

No disciplinary action will be issued against any employee who comes forward to Integral Construction, Inc. with his or her problem prior to the company learning of the violation of the Policy. Integral Construction, Inc., at its sole discretion, may grant an employee rehabilitation leave in accordance with the provisions of the Policy.

Rehabilitation itself is the responsibility of the employee. Employees on rehabilitation leave will be subject to the sick leave and the personal leave-of-absences of the company. If rehabilitation leave is granted, an employee must provide certification that the employee was continuously enrolled in a treatment program approved by the company, actively participated in that program and was properly discharged there from.

Participation in any recommended follow-up treatment and/or counseling is the responsibility of the employee. Any employee suffering from an alcohol or drug problem who rejects treatment or who leaves a treatment program prior to being properly discharged there from will be dismissed from employment with the company. No employee will be eligible for this employee-assistance program more than one time. Employees that undergo voluntary counseling or treatment and continue to work must meet all established standards of conduct and job performance.

All eligible employees returning to active employment from rehabilitation will be required to sign a "Return to Work Agreement" providing:

1. For unannounced testing for a period of one year to ensure that the employee has freed himself/herself from the alcohol or drug problem;

2. That failure of such a test during this period or employee's refusal to submit to such testing shall be grounds for immediate dismissal;
3. That the employee must maintain an acceptable attendance and performance record and comply with all other policies upon his/her return to work;
4. That the employee will participate in the follow-up treatment and/or counseling recommended by the treatment program.

Convictions of Criminal Drug Statutes

Any employee convicted of violation of a criminal drug statute occurring in the workplace must notify Integral Construction, Inc. no later than five (5) calendar days after such a conviction. Any employee failing to notify the company of such a conviction will be subject to dismissal from employment with Integral Construction, Inc.

Integral Construction, Inc. reserves the right to discipline or terminate employees convicted of an offense which involves the use, sale, or possession of illegal drugs in the workplace.

Employee and Supervisory Education

The Human Resources Department will be available to assist with employee and supervisory education and training regarding the dangers of drug and alcohol use in the workplace. Materials on drug and alcohol use will be made available to both employees and supervision.

Article VI Emergency and Medical Services Procedures

Integral Construction, Inc. shall furnish emergency telephone numbers of ambulance services, police and fire departments; and will identify the appropriate physicians, medical clinics and hospitals for medical treatment. Names, address and telephone numbers of the facilities will be furnished to all workers at the project site. Subcontractors shall conspicuously post this information with their respective telephone numbers at all bulletin boards, project offices and shanties.

1. Work related accidents, injuries or illnesses, no matter how minor, must be reported immediately to the Job Superintendent or designated field personnel.
2. Prior to the start of the project the Superintendent shall provide and maintain throughout the life of the project the following emergency services:

First Aid Kit. A first aid kit suitable for treating minor injuries, which do not require the services of professional medical personnel shall be available for use in the field office. The kit shall consist of a weatherproof container with individually sealed packages for each type of item contained. It shall be conspicuously placed where it is readily accessible for use by all employees. The contents of the kit shall be checked frequently and expended items replaced. All first aid kits should be reviewed to make sure that they have adequate supplies to meet any potential chemical exposure as outlined in the onsite Material Safety Data Sheets (MSDS).

3. Only employees trained in first aid shall assist with minor injuries.

The Integral Construction, Inc. Policy for reacting to emergencies is as follows:

1. See that the injured are cared for: THE FIRST CONCERN at an accident scene, regardless of its seriousness, is care of the injured.
2. Request the necessary emergency response team, paramedics, and/or Fire Department
3. Protect other people and property.
4. Notify the Integral Construction, Inc. Superintendent & office.
5. Keep the press and news media as far away as possible from the scene.
6. When the press and television media arrive:
 - a. Make NO statement, other than an accident has occurred.
 - b. The ONLY person to make a statement for Integral Construction, Inc. will be the President of the Company.
7. Notify the employee's nearest relative.
8. After all the injured are cared for, begin your investigation immediately.
9. Preserve the scene as it was after the accident
 - a. Obtain the identity of all people who might have information about the accident
 - b. Record their names, trades, and company name
 - c. Confiscate all materials involved tools, etc.
 - d. Take photographs of the incident

10. General uses of photographs:
 - a. Orientation to the scene of the accident
 - b. Record of the detail of injury and damage
 - c. Record of relative positions of large numbers of items or damage fragments
 - d. Evidence of deterioration, abuse, or lack of proper maintenance
 - e. Location of parts or other evidence overlooked during early stages of investigation

18. Marking photographs: Mark the following information on the photo:

- a. Date Taken _____
- b. Job _____
- c. Photo Of _____
- d. Taken By _____(Signature)

If non-emergency medical treatment is required, transportation will be provided for the injured employee or worker. If accessibility is a problem because the jobsite is located in highly congested area, a cab service may be used for first aid cases only. A company representative must accompany the injured employee or worker.

Employees/workers shall not be permitted to provide their own transportation for the initial visit to the doctor for a job related injury.

Subcontractors calling for emergency services shall notify Integral Construction, Inc. immediately.

Subcontractors calling for emergency services shall dispatch personnel to vehicular entry gates to receive emergency vehicles upon their arrival and direct them to the location of the emergency.

Subcontractors shall comply with all other procedures for emergency services that may be established at a later date by Integral Construction, Inc..

All contractors at the project site shall evaluate their first aid kit to determine that the medical products in that kit are adequate to meet any safety hazards noted in their Material Safety Data Sheets.

Reporting Fatalities and Hospitalizations

Within eight (8) hours after the death of any employee from a work-related incident or the inpatient hospitalization of three or more employees as a result of a work-related incident, the Safety Manager is responsible for reporting the fatality and/or multiple hospitalization by telephone or in person to Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident.

Article VII Accident Investigation

It is important that each accident be fully investigated to determine not only the cause of the accident, but also the corrective action to be taken. Accident investigation serves as an analysis and account of an accident based on factual information gathered by thorough and conscientious examination of all factors involved.

The Foreman/Superintendent must complete the following record keeping procedures when an accident has occurred with injuries or illnesses requiring medical assistance other than basic first aid.

The Foreman/Superintendent must telephone the main office to notify the Safety Manager that an accident has occurred. The following information will be required:

- a. Name of injured employee
- b. Employer
- c. Age
- d. How the accident occurred
- e. Part of the body injured
- f. Time of the accident
- g. Was the employee hospitalized
- h. Current status of the injured employee

The Foreman/Superintendent will prepare and submit to the Supervisor's Accident Report within 24 hours of the occurrence of any and all accidents including those accidents sustained by subcontractors.

The Safety Manager shall complete the Illinois Form 45 and submit it to the Workers' Compensation carrier.

Investigation Procedures

1. Each accident and near miss incident shall be investigated as soon as possible after occurrence. Statements from the injured employee and witnesses should be recorded as soon as practical. The scene of the accident should be appraised promptly prior to any alterations that might interfere with determinations of probable causes. Photographs should be taken from various angles and views to provide a complete "picture" of the accident scene.
2. Medical treatment, even for minor injuries, should never be delayed in order to question the injured. Personnel should not be questioned when in obvious pain or mental distress.
3. All available sources of information: the injured employee witnesses, the accident scene, and re-enactment, should be utilized.

Interviewing Procedures

1. Explain to the employee(s) that the purpose of the interview is to learn what occurred so that future accidents may be prevented. Never place blame.
2. Questions should be asked to establish: what the employee was doing, how they were doing it and what exactly happened. Additionally, these questions should be asked during the interview:
 - a. When did it occur?
 - b. When do similar conditions occur?
 - c. Who was responsible for it?
 - d. Who can give answers?
 - e. Who should take corrective action?
 - f. How can it be corrected or avoided in the future?
3. Phrase questions so that the employee is required to give a descriptive answer, not a yes/no answer. Do not phrase questions so that the employee becomes defensive. Do not try to corner the individual, even when their version contradicts itself.
4. Close the interview by discussing how to prevent recurrence, have employee offer suggestions.
5. No attempt should be made to write the accident report while interviewing.
6. When practical, interview at the scene of the accident, and never in a group.
7. If additional information is required, re-enacting the accident/incident should be performed without onlookers. In the demonstration the employee should be warned not to repeat the unsafe act.
8. Interview witnesses and complete the witness statement.

Prevention of Reoccurrence

1. Evaluate and analyze all data, reports, and documentation to identify causes.
2. Take steps to implement procedures of prevention within scope of operations.
3. Maintain and monitor accident logs.

Article VIII Recording Injuries and Illnesses

Integral Construction, Inc. keeps records of its employee fatalities, injuries, and illnesses that OSHA regulation, 29 CFR 1904, requires and must record each fatality, injury and illness that:

1. Is work-related; and
2. Is a new case; and
3. Meets one or more of the general recording criteria of Sec. 1904.7 or the application to specific cases of Sec. 1904.8 through Sec. 1904.12.

Each recordable injury or illness is entered on the OSHA 300 form, OSHA 301 form, and a separate, confidential list of privacy-concern cases, if any, within according to 29 CFR 1904, covered employers must enter each recordable injury or illness on the OSHA 300 Log and 301 Incident Report within seven (7) calendar days of receiving information that a recordable injury or illness has occurred. The Safety Manager keeps these records up to date.

If there is a privacy-concern case, we have the option to not enter the employee's name on the OSHA 300 form. Instead, the text "privacy case" is entered where the name is normally placed. Employees may request to have their names not entered on the log.

Annual Summary

At the end of each calendar year, the Safety Manager performs the following steps:

1. Reviews the OSHA 300 form to verify that the entries are complete and accurate,
2. Corrects any deficiencies identified in the entries,
3. Creates an annual summary of injuries and illnesses recorded on the OSHA 300 form.
4. Certifies that he/she reasonably believes, based on his/her knowledge of the process by which the information was recorded, that the annual summary is correct and complete, and
5. Posts the OSHA 300-A form in a conspicuous place in the main office and job sites no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30 of the year following the year covered by the form.

Article IX Return to Work

If an employee is disabled for any reason, every reasonable effort will be made to return the worker to work, with approval of their medical provider, at the earliest possible time. The decision of returning an injured worker to the job will involve the medical provider, the insurance carrier and Integral Construction, Inc.', Inc. management.

Description of a RTW/Transitional Work Program

Transitional work is defined as the period of time when the employee returns back to the workplace with restrictions, modifications, or in an alternative capacity until they progress back into their full job duties. Transitional work is temporary in nature and is the graduated return to work based on the employee's progress during the recovery process. As indicated, transitional work is temporary in nature and may last up to 90 calendar days.

Purpose and Goals

1. Reduce the medical, disability, and lost time costs.
2. Reduce indirect accident costs.
3. Establish a more stable workforce.
4. Enhance the physical and psychological recovery process for the injured worker.
5. Enhance the injured employee's sense of confidence and well-being.
6. Minimize the chance of re-injury.

Return to Work Procedures: Assignment to Transitional Work

The purpose of transitional work is to safely reintegrate the employee back into the work environment as soon as possible. It is neither a respite nor is it punitive in nature, nor is it to create an undue hardship on the operations of each respective department. We will make an effort to bring our employees back to work whenever possible. The work will be contributory and add value to our companies work efforts. The task that the employee will be performing will contribute to daily business operations in a beneficial manner.

Return to Work Placement Process

1. Upon receiving appropriate documentation from a physician the employee may RTW on a temporary transitional work basis for a period of up to 90 DAYS.
2. In order that the employee and their immediate supervisor understand the restrictions and transitional work assignment, the Employee RTW letter needs to be sent to the employee who is returning to work.
3. Transitional work restrictions may require an employee to change shifts in order to accommodate their restrictions. Therefore, employees working on transitional duty must be available to work any shift as necessary.

Employee Rights and Responsibilities

Employees on transitional work do not forego their rights as a company employee and are expected to abide by all Integral Construction, Inc. policies and procedures.

While on transitional duty, the employee will earn the same base wage rate as that of their pre-injury position, and they will continue to accrue sick, vacation, and holiday time as provided under the applicable policies. The employee must notify their manager/supervisor and/or Human Resources representative of all scheduled and unscheduled absences.

Employees are also subject to all applicable employment policies and procedures while on transitional duty. They are expected to participate in all treatment that is reasonably essential to promote their recovery, including but not limited to, keeping all scheduled appointments with occupational health care providers. Non-compliance may result in an interruption of benefits and could jeopardize employment.

Any and all changes in the employees' restrictions and transitional work status must be reported to their manager/supervisor and/or Human Resources representative immediately with the appropriate documentation. Integral Construction, Inc. reserves its ability to exercise its rights in accordance with applicable state laws regarding an employee's diagnosis, treatment plan, and status.

Article X Other Emergencies

Emergency and Fire Alarm

Integral Construction, Inc. shall provide for an alarm system by sounding an air horn to indicate an evacuation of the project. All workers and visitors should meet at the designated area, by the Integral Construction, Inc.'s trailer, unless otherwise notified. All workers should meet with their foreman for a head count. Integral Construction, Inc. shall notify all employees and subcontractors when it safe to return to the project.

Weather Related Emergencies:

If there is a weather related emergency, such as severe wind, tornado, lightning, etc. that could endanger employees, follow the below procedures unless the project has implemented other procedures:

1. Alert all personnel.
2. Go to and direct all personnel to a structural inside wall.
3. Keep all personnel away from windows or glass.
4. Remain in sheltered area until all clear is announced.
5. Report all injuries.

Evacuations:

1. Alert all personnel.
2. Follow the site's evacuation plan. If there is no site plan, all personnel should meet at Integral Construction, Inc.'s job trailer or field office.
3. All workers shall remain at this designated area until he/she has been accounted for.

Article XI OSHA Inspections

OSHA Inspection Procedures

Upon an OSHA Compliance Officer arriving on site:

1. Call the office and inform the Safety Manager of the inspection. **Contact the following individuals, in the following order, until you reach one of them:**
 - A. Joe Zinchuk 312-931-7386
 - B. Chris Osinski 312-931-7465
 - C. The designated Project Manager for the Project

2. ***Compliance officers are not required to sign any release or waiver for entry into the job site.***

3. Entry by the compliance officer:
 - a. The Act provides that OSHA officers "upon presenting appropriate credentials to the Owner, operator, or agent in charge, is authorized to enter without delay and at reasonable time" any work place covered in the Act.
 - b. This means that on construction projects, Integral Construction, Inc.'s Superintendent or in his absence his designated alternate, must receive the officer and is entitled to see and read the identification paper to determine whether this person is a bona fide OSHA officer before he has to allow him to inspect the job site.

4. Request that the officer wait until the Safety Manager arrives. Request to see the officer's credentials and write down his name. Inquire as to the reason for the visit :
 - a. ***Fatality/Catastrophe.*** Employers are required to report to OSHA all accidents resulting in a single fatality or the hospitalization of three or more employees. OSHA is required to investigate all such reports.
 - b. ***Follow Up.*** Citations issued for imminent danger, serious, willful, or repeated violations require mandatory follow up inspections to determine the employer's compliance with abatement as called for in the citations. Follow up inspections for non-serious violations are at the discretion of OSHA.
 - c. ***Complaint.*** The Act provides that employees or their representative may report violations of OSHA Safety and Health Regulations to OSHA and request an inspection by signing a written complaint. At the opening conference, the officer is required to deliver a copy of the complaint to the appropriate contractor and to Integral Construction, Inc.'s Superintendent. Since the Act entitles the complaint to anonymity if he so desires, his name may be deleted from the employer's copy of the complaint.
 - d. ***Program Related:*** Height of building, type of construction, etc.

Inspection Procedures

1. Opening Conference
 - a. The OSHA compliance officer will inform management of their purpose and outline inspection plans
 - b. The officer may want to talk with all of the subcontractors of the job
 - c. Be prepared to show the officer the OSHA 300 Log, MSDS, and Health and Safety program
2. Jobsite Tour
 - a. Try to correct the violation immediately, if possible
 - b. Walk the jobsite with the officer and take notes
 - c. Take pictures every time the officer takes pictures
 - d. Officers are required to comply with all employer safety and health rules and practices at the project.
3. Closing Conference
 - a. The officer will review all violations
 - b. Take good notes pertaining to alleged violations
 - c. Do not argue with the officer

Other Precautions

1. Be knowledgeable of what is contained in the Health and Safety manual.
2. Note in what areas pictures were taken.
3. Be certain as to the time allowed for abatement of the alleged violation.

Article XII General Rules for Employees

The following General Safety Rules must be obeyed while working for this organization:

1. Every employee must comply with the safe work practices as outlined by his or her supervisor and as included herein.
2. Report every injury including those of a minor nature to the Foreman or Job Superintendent. The Foreman/Superintendent must complete an accident investigation form and forward a copy to the office.
3. Promptly report all unsafe conditions to your immediate supervisor.
4. When exposed to a fall hazard of 6' or more, properly wear a personal fall arrest system. (See "Fall Protection")
5. Practical jokes, horseplay, intoxication or drug use are prohibited and will result in immediate dismissal.
6. ANSI approved hardhats must be worn on the jobsite at all times. Protective eyewear and hearing shall be worn when conditions dictate their use.
 - a. Hardhats must be worn on all projects until the project is substantially complete such that all overhead hazards have been eliminated, as determined by the Safety Manager.
7. Welding goggles or shields must be worn when electric welding, or burning with an oxygen/gas torch.
8. Face shields shall be worn over safety glasses when chipping or grinding are being done.
 - a. When chipping or grinding concrete, the Silica Exposure Prevention Program must be followed.
9. Proper clothing must be worn. Long pants and shirts with minimum 4" sleeves are required.
10. Defective hand tools, ladders, portable electrical tools or other equipment must not be used. Report all defective items to your supervisor immediately.
11. All engines shall be shut off when refueling.
12. Only authorized and properly instructed employees shall operate machinery, equipment, tools or vehicles.
13. Only authorized personnel shall ride on any equipment and then only inside cab.
14. No employee is to walk under a raised load, bucket, or boom at any time.
15. When lifting materials or equipment, use your leg muscles, not your back. Get someone to help you when heavy or awkward loads are to be handled.
16. Only approved type containers are to be used for storing flammable liquids.

17. Know the location of fire extinguishers and first aid kits.
18. Electric power tools must be grounded or double insulated, with guards in place. GFCIs are required for all extension cords.
19. Do not use equipment beyond its rated capabilities.
20. Know and follow all jobsite safety rules.
21. Participate in Company safety training.

Article XIII Job Site Safety Requirements

The below information is typical of work operations anticipated on Integral Construction, Inc. projects, however, this is not an all inclusive list.

AERIAL LIFTS

1. Only authorized, trained personnel are to operate aerial lifts.

Operators shall:

1. Read and understand the manufacturer's operation manual.
2. Be familiar with operator's control box located on the work platform.
3. Perform a daily visual or operational check of the mechanical, electrical and hydraulic systems.
4. Not overload work platforms or override limit switches.
5. Not leave safety gates or latches open.
6. Not raise platform on ramps, inclines, soft or uneven surfaces.
7. Not raise platform in windy or gusty conditions.
8. Check work site, be sure it is clear of debris, floor holes or other obstacles.
9. Know location of Emergency Stop Button.
10. Not permit anyone to stand or pass under the raised platform.
11. Not use platform as a crane to lift objects or hoisting of any objects.
12. Not overload the boom and basket load limits.

Other requirements:

1. When going from one work area to the next, move in a stowed position. If it is necessary to move in an elevated position, proceed slowly and with caution.
2. **When using an articulating platform, a safety harness shall be worn with lanyard attached to the basket at all times.**
3. Operators and workers shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket, or use planks, ladders or other devices for a work position.
4. The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks may be installed before using on an incline. Do not raise boom on a slope greater than 5%.

COMPRESSED GAS CYLINDERS

Improperly stored and handled compressed cylinders are a job site hazard that will not be tolerated. Each subcontractor employee is expected to comply with safe handling procedures.

1. At the end of each workday, or when work is suspended for a substantial period of time, compressed gas cylinder valves must be closed, regulators removed and properly stored.
2. Cylinders may remain within their carrier, provided it is intended for this purpose(steel fire wall divider) or otherwise firmly secured in an upright position with valve protection caps in place. Flammable gas and oxygen cylinders must be stored 20' apart if not in above type cart.
3. Compressed gas cylinders shall not be stored in confined spaces or gang boxes within the structure.
4. Contractors using compressed gas cylinders will be required to provide their company identification on any cylinder.
5. No crane hoisting of cylinders except in proper carriers with regulators removed.

CONCRETE

Unless otherwise specified by the contract, the concrete subcontractor is responsible for implementation of all safety requirements set forth in this manual on all floors and formwork under his control until turned over to and accepted by Integral Construction, Inc.

Portland cement is a generic term used to describe a variety of building materials valued for their strong adhesive properties when mixed with water. Workers who work with Portland cement are at risk of developing skin problems, ranging from mild and brief to severe and chronic. Wet Portland cement can damage the skin because it is caustic, abrasive, and absorbs moisture. Portland cement also contains trace amounts of hexavalent chromium [Cr(VI)], a toxin harmful to the skin. Dry Portland cement is less hazardous to the skin because it is not as caustic as wet cement.

Wet Portland cement can cause caustic burns, sometimes referred to as *cement burns*. Cement burns may result in blisters, dead or hardened skin, or black or green skin. In severe cases, these burns may extend to the bone and cause disfiguring scars or disability. Workers cannot rely on pain or discomfort to alert them to cement burns because cement burns may not cause immediate pain or discomfort. By the time a worker becomes aware of a cement burn, much damage has already been done. Cement burns can get worse even after skin contact with cement has ended. Any worker experiencing a cement burn is advised to see a health care professional immediately.

Preventing Concrete Burns

An adequate water supply, non-alkaline soap, and clean towels should be available to permit workers to immediately wash off any concrete that may be splashed onto exposed skin. A solution of 1 part household vinegar and 10 parts of water or a commercial buffering solution should be available for workers to wash off with, as the solution will neutralize the caustics in the concrete.

Prior To Commencing Placement

All equipment to be utilized should be inspected for serviceability, to ensure it is operational and all safety devices are operational.

1. A preplanning meeting should be conducted with all workers assigned to/involved with the concrete placement operations. This meeting should include a review of the potential hazards inherent with concrete placement, safety precautions to be incorporated, areas in which and sequence that placement will take place and that all workers have, and are instructed to wear/use, their Personal Protective Equipment (PPE).

CRANES

Introduction

The safe operation and proper maintenance of our cranes on the site shall be the contractor's responsibility. Compliance with the manufacturer's specification, OSHA 1926.1400 and ANSI crane regulations is required for all cranes or derricks on the site, whether contractor owned, leased or rented.

Cranes and Derricks shall adhere to standards relating to construction, installation, inspection, maintenance use set forth in OSHA 1926.1400.

1. Integral Construction, Inc. is responsible for:
 - a. Ensuring that ground conditions are **firm, drained, and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.**
 - b. Informing contractors and the operator of the location of hazards beneath the equipment set-up area (such as voids, tanks, utilities) if those hazards are identified in documents (such as site drawings, as-built drawings, and soil analyses) that are in the possession of the controlling entity (whether at the site or off-site) or the hazards are otherwise known to Integral Construction, Inc.
2. Tower Cranes: Integral Construction, Inc. shall hold a safety coordination meeting prior to the initial erection, as well as the dismantling or initial jump down, of a climber or tower crane. No work related to the erection, climbing, jumping or dismantling of the tower or climber crane may be performed without the safety coordination meeting having taken place. The following parties must be present at the safety coordination meeting:
 - a. Integral Construction, Inc.
 - b. Professional engineer of record for the crane or designee
 - c. Licensed master, tower or climber crane rigger and rigger foreman
 - d. Crane safety coordinator
 - e. Site safety manager or coordinator

- f. Licensed crane operator and oiler; and
 - g. Any other parties the department deems necessary.
3. A pre-jump safety meeting must be held.
 4. Erection, jumping, climbing, and dismantling operations shall be carried out in accordance with local regulations and OSHA 1926.1400.

General Crane Requirements

1. Cranes shall not be operated beyond manufacturer's rated capacities and limits. Rated load capacities, recommended operating speeds, and manufacturer's operating instructions shall be posted conspicuously at the operator's station.
2. Illustrated hand signals for cranes shall be posted on the crane. Signals shall be those of ANSI standards for the type of crane in use. Only certified crane signal persons shall signal the crane. Only one person shall be designated as a signalman. He or she shall be stationed in full view of the operator and use approved signals as posted on the crane.
3. Communication with tower cranes may also include a hard wired V.O.X.
4. The subcontractor shall designate the operator or oiler to inspect the crane prior to and during each use to make sure it is in safe operating condition. All defects shall be corrected before continued use.
5. Accessible areas within the swing radius of the rotating superstructure of cranes shall be barricaded in such a manner as to prevent a worker from being struck or crushed by the crane.
6. Modifications or additions that affect the capacity or safe operation of the crane shall not be made without the manufacturer's written approval.
7. All booms and jibs shall have positive stops to prevent their movement beyond 5 degrees of vertical. Cable type belly slings are not acceptable as boom or job stops.
8. Employees working on horizontal booms of tower cranes shall be protected against falling by guardrails or by personal fall arrest systems.
9. Cracked, distorted, or broken window glass in cabs of cranes is prohibited.
10. Riding the lifting line, ball, hook or suspended load of any crane is prohibited.
11. Operators of cranes shall not pass suspended loads over the heads of employees or the public below.
12. Cranes with outriggers or stabilizers shall not be operated unless the outriggers or stabilizers are fully extended and set in place, unless using the "on rubber" load chart.
13. A fire extinguisher with a minimum rating of 10-B:C shall be provided either in the crane or in the immediate vicinity of the crane.
14. An additional fire extinguisher with a minimum 10-B:C must be located within 10 feet of any fueling operation.

Operators

1. As of 8/9/2014 operators of most cranes above 2,000 lbs capacity when used in construction will need to be either certified by an accredited crane operator testing organization, such as the National Commission for the Certification of Crane Operators (NCCCO), or qualified through an audited subcontractor program [1926.1427(a)]. Prior to 8/9/2014 only operators can operate cranes if they meet OSHA's definition of an "operator-in-training," which includes having received sufficient training from the subcontractor to operate the crane safely and be continuously monitored by an "operator's trainer."

Rigging

Improper use of cranes, hoists and rigging devices can cause equipment failure or loads to drop from the lifting system. This can result in personnel injury, death, significant property loss, or damage to the environment.

1. Qualified riggers (rather than certified) must be qualified by a qualified evaluator, certification by an organization such as NCCCO meets this requirement. Qualification can be either through a third-party qualified evaluator (such as an accredited certification body) or through a subcontractor's qualified evaluator. All signalpersons must be qualified and tested through a written or oral test and a practical test, and the qualification must be documented [1926.1428].

Signaling

1. Illustrated hand signals for cranes shall be posted on the crane. Signals shall be those of ANSI standards for the type of crane in use. All personnel involved in signaling must provide proof of certification as required under OSHA 1926.1400. Photocopies of certifications shall be kept in the Site Office.
2. Only one person shall be designated as a signaller. He or she shall be stationed in full view of the operator and use approved signals as posted on the crane. Communication with a tower crane may be via a hard wired V.O.X.

Required Inspections

1. After equipment has been modified/repared which affects the safe operation of the equipment-by qualified person.
2. Upon completion of assembly-by a qualified person.
3. Visual inspection prior to each shift-by a competent person. Documentation provided to Integral Construction, Inc.
4. Monthly-by a competent person. Documentation provided to Integral Construction, Inc.

5. Annual-by a qualified person. The Subcontractor shall provide a current annual inspection certificate of the crane to Integral Construction, Inc. prior to using the crane.

Outriggers and Stabilizers

1. When the load to be handled and the operating radius require the use of outriggers or stabilizers, or at any time when outriggers or stabilizers are used, all of the following requirements must be met (except as otherwise indicated):
 - a. The outriggers or stabilizers must be either fully extended or, if manufacturer procedures permit, deployed as specified in the load chart.
 - b. The outriggers must be set to remove the equipment weight from the wheels.
 - c. When outrigger floats are used, they must be attached to the outriggers.
 - d. When stabilizer floats are used, they must be attached to the stabilizers.
 - e. Each outrigger or stabilizer must be visible to the operator or to a signal person during extension and setting.
 - f. Outrigger and stabilizer blocking must be placed only under the outrigger or stabilizer float/pad of the jack or, where the outrigger or stabilizer is designed without a jack, under the outer bearing surface of the extended outrigger or stabilizer beam.

Critical Lifts

1. Will be defined as a lift which meet any of the following conditions:
 - a. Lifts over live process lines, critical equipment, high voltage power lines, or other lifts which may jeopardize personnel and/or plant operations.
 - b. Lifts of 25,000 pounds (11,360 Kg) or 75% of the cranes rated capacity.
 - c. Multi-crane lifts.
 - d. Single crane lifts exceeding 75% of the crane's rated capacity, regardless of weight.
 - e. Man basket lifts.

Working Near Overhead Power Lines

Power Line Safety (up to 350kV)

1. Identify Work Zone

a. Work Zone = Marking boundaries with flags or using a range limit device, or range control warning device

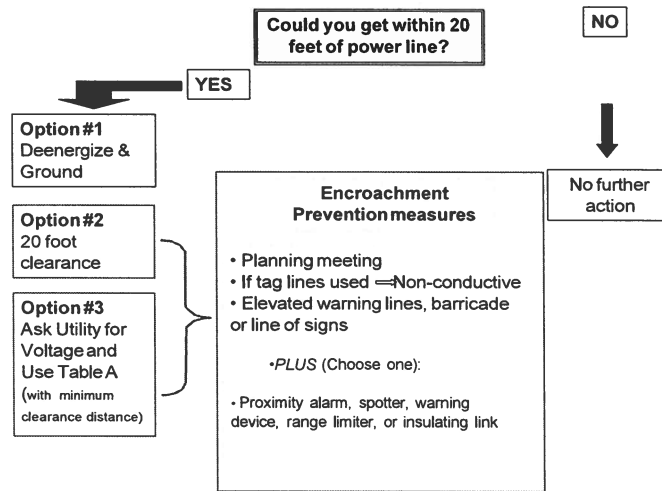
b. Operator prohibited from operating equipment past those boundaries

OR

a. Work Zone = 360 degrees around crane up to maximum working radius

2. Make the power line hazard assessment

a. Can any part of the equipment, load line or load get closer than 20' to a power line? If so, follow the chart:



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Voltage (nominal, kV, alternating current)	Minimum clearance distance (feet)
up to 50	10
over 50 to 200	15
over 200 to 350	20
over 350 to 500	25
over 500 to 750	35
over 750 to 1000	45
over 1000	(as established by the power line owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution)

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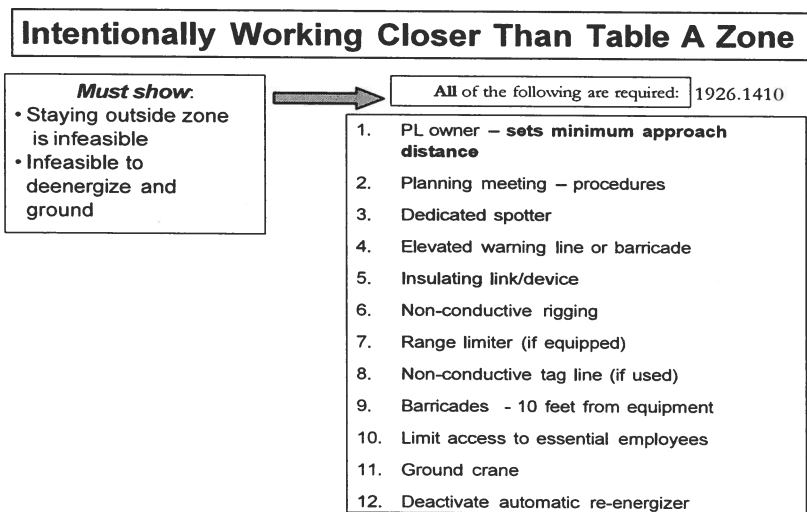
Power Lines over 350kV

1. Substitute 50 feet for power lines at or below 1000kV in the above

- For power lines over 1000kV, the minimum clearance must be established by the utility owner or registered professional engineer who is a qualified person with respect to electrical power transmission.

Intentionally working closer than Table A Zone

- Contractor must consult with the utility owner before deciding that it is infeasible to de-energize and ground the lines or relocate them.
- Contractor can establish this distance by either having the utility owner determine the minimum clearance distance that must be maintained or by having a registered professional engineer who is a qualified person with respect to electrical transmission and distribution determine the minimum clearance distance that must be maintained.



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Power lines are presumed energized unless the utility owner confirms that the power line has been and continues to be de-energized and the lines are visibly grounded at the worksite

Training of employees

- Any employee working near a power line must be trained to recognize the hazards, the procedures if contact is made, and safe clearance.

ELECTRICAL SAFETY

- All electrical work installation and wire capacities, both temporary and permanent, shall be in accordance with the National Electrical Code.
- All electrical equipment whether portable or fixed shall be grounded, unless double insulated.

3. All extension cords shall be of three wire type, equipped with three pronged plugs. Cords with worn, frayed or broken insulation or with loose plugs shall not be used. Unused cords shall be picked up and stored away.
4. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb.
5. Aisles, stairs, and walkways shall be kept clear of electric cords or cable so as not to present a tripping hazard.
6. All distribution panels, switches, circuit breakers, receptacles, and fuse boxes that may be exposed to water shall be protected so that water does not enter.
7. Energized transformers and other related energized equipment over 150 volts to ground shall be protected against accidental contact by providing individual housing or by an enclosure. Access to such energized equipment shall be secured by lock, and signs indicating danger and prohibiting unauthorized access shall be displayed on the housing or enclosure. Transformers on poles 12 feet from the ground are exempt from this requirement.
8. The use of Ground Fault Circuit Interrupter Devices on all electrical tools and extension cords is required.

Lock Out/Tag Out

All Subcontractors shall follow their program with a minimum of the following requirements. All lock out/tag out shall be coordinated through Integral Construction, Inc.

General Requirements

1. A competent person shall determine potential sources of energy for equipment or building services prior to starting work.
2. The equipment or building service shall be deenergized from all energy sources as determined above.
3. The device(s) used to de-energize the equipment or service shall be physically secured in the "safe" position and a danger tag and lock affixed.
4. The equipment or service shall then be checked to verify a "zero energy state."
5. Equipment or services shall not be re-energized until all affected personnel are notified and are cleared, and the system has been checked out by competent personnel

NOTE: Energy source is defined to include electricity, compressed air (Pneumatic systems), hydraulic systems, and corrosive, flammable or toxic substances.

Specific Requirements

1. Notification. Prior to commencing work, Integral Construction, Inc.'s Superintendent and all affected trade contractors shall be notified of any shutdown of equipment to buildings services.

2. Determination of energy sources. With due consideration to the scope of work, all potential energy sources to the area or work shall be determined in advance by competent supervisory personnel. Special caution must be given to:
 - a. Multiple energy sources;
 - b. Residual energy;
3. Remote start up of equipment;
4. De-Energization and lock out

CAUTION! Before any work is performed, a competent person shall verify that the system is de-energized.

- a. Electrical. Service disconnects and switches to the equipment or line upon which work is to be performed shall be opened (switch off) then locked in this position to prevent accidental engagement. A "Danger" tag and lock shall be affixed to the switch. This tag is to be dated and signed by the supervisor requesting the lock out. Where more than one crew or craft performs work on the system, each crew foreman shall affix a tag and lock on the disconnect.

Multiple lock out devices shall be used. Lock keys shall be in the safe possession of the individual using the lock. Combination locks shall not be used.

- a. Mechanical. All electrical powered pumps, valves and control devices in the system upon which work is to be performed shall be placed in the "safe" condition, then locked out and tagged in accordance with the electrical tag out/lock out procedure above. Mechanical isolating devices should also be used; valves shall be placed in the "safe" position, and tagged and locked in this position, where possible. Slip blinds ("pancakes") may be required on systems without mechanical valves. Where more than one crew or craft performs work on a system, each crew foreman shall affix a tag and a lock to the physical isolating device. Systems and equipment upon which work is to be performed shall be checked by a competent person to ensure a "Zero Energy State" . Process equipment, vessels and piping shall be drained prior to penetration. Systems that have contained corrosive, toxic or flammable substances must be flushed or purged prior to starting work.

4. *Release From Lock Out.* No system shall be re-energized until all tags and locks are removed and the system has been inspected to ensure safe operation, locks and tags shall only be removed by authorized personnel.

ANY EMPLOYEE WHO VIOLATES THIS REQUIREMENT SHALL BE FIRED!

ANY SUBCONTRACTOR WHO VIOLATES THIS REQUIREMENT WILL BE REMOVED FROM THE PROJECT IMMEDIATELY!

EXCAVATIONS

The Superintendent shall enforce the following safety requirements for excavating work: Prior to opening an excavation, the appropriate utility locating company will be called.

- A. The excavation contractor shall obtain a soils report that will determine the classification of the ground to be excavated, or the subcontractor's competent person will determine the soil type. The walls and faces of all excavations in which employees are exposed to danger from moving ground shall be guarded by shoring, sloping to the proper angle of repose, or some other equivalent means, i.e., trench box. The determination of the angle of repose and design of the supporting systems shall be based on careful evaluation of pertinent factors such as type of soil; possible variation in water content of the material while the excavation is open; anticipated changes in materials from exposure to air, sun, water, or freezing; loading imposed by structures, equipment, overlying material; and vibration from equipment, traffic, or other sources. The subcontractor firm completing the excavation work shall have a Designated Competent Person on site during excavation operations. The excavation shall be inspected prior to the start of work each day, during excavation activities, after every rainstorm or other hazard-increasing occurrence, and the protection against slides or cave-ins shall be increased if necessary. Signs of cracking or sliding of soils on tops or sides of the excavation are danger signs.
- B. All excavations 4' deep or more shall require a means of egress every 25'. This means of egress may be a ladder, stairways or ramp.
- C. In excavations 5' deep or more, all workers must be protected from collapse by means of sloping, benching, shoring, or trench boxes.
- D. In excavations which workers may be required to enter, excavated or other material shall be kept back at least 2 feet from the edge of the excavation.
- E. Water shall not be allowed to accumulate in an excavation. Diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation.
- F. Adequate physical barrier protection shall be provided at all remotely located excavations into which persons may fall and not be able to climb out because of steepness of sides. Wells, pits, shafts, etc., shall be barricaded or covered.
- G. When mobile equipment is used or allowed adjacent to excavations, substantial stop logs or barricades shall be installed.

FALL PROTECTION

Work at elevated heights poses a potential injury threat from falling.

General Requirements

1. All workers will be protected from a fall when 6 feet or more above the ground, next lowest level or leading edge according to OSHA regulations. (Does not apply to scaffolds, ladders and steel erection)
2. Fall protection shall consist of guardrail systems, personal fall arrest systems or nets.
3. Personal fall arrest systems shall utilize a full body harness, shock-absorbing lanyard or retracting lifeline, and positive locking hooks and connections.
4. Anchor points shall be capable of withstanding a 5,000-lb load per worker attached.
5. A rescue plan will be developed and established by Integral Construction, Inc. and each subcontractor who has workers exposed to a fall. It is recommended to contact the emergency responder to determine if they are able to provide rescue within 10 minutes. If not, then a plan shall be developed for rescue utilizing site equipment.
6. The implementation of each subcontractor's fall protection program shall be conducted by their competent person.
7. No worker shall tie off to handrails.

Guardrails

Integral Construction, Inc. and its subcontractors shall provide and install all fall protection systems as required by applicable regulatory agencies, and shall comply with all applicable requirement before any worker begins work that necessitates fall protection.

1. Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches plus or minus three inches (3") above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria.
2. Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
3. Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.
4. Upright supports shall be located no farther than 8' apart.
5. Screens and mesh, when used shall extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members (such as balusters) when used between posts, shall be not more than 19 inches apart.
6. Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches wide.

7. The top rail of guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.
8. When the 200-pound test load specified is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches above the walking/working level.
9. Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.
10. Guardrail systems shall be so surfaced as to prevent injury to a worker from punctures or lacerations, and to prevent snagging of clothing.
11. The ends of all top rails and midrails shall not overhang the terminal post, except where such overhang does not constitute a projection hazard.
12. Steel banding and plastic banding shall not be used as top rails or midrails.
13. If wire rope is used for top rails, it shall be flagged at not less than 6-foot intervals with high visibility material and secured at its termination points with a minimum of two (2) wire rope clips.
14. When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.
15. When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.
16. When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides and edges.
17. When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.
18. Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

Installation and Maintenance of Guardrails

1. The Superintendent shall plan ahead for the prompt installation and maintenance of guarding as required in these regulations.
2. The Superintendent shall assign responsibilities for the installation and maintenance of guarding to the appropriate parties and enforce their compliance with these regulations.

3. The Superintendent shall provide for daily inspection of all areas where guarding is in place or may be required. He/she shall place particular emphasis on areas of high activity or rapidly changing conditions where the need for installation and maintenance may be most critical, and issue instructions for prompt corrections to guarding deficiencies found.
4. The Superintendent shall see that the design and installation of guarding is readily adaptable to the type of work to be performed in the guarded areas. The guarding shall facilitate removal and replacement where required, be readily maintainable, and provide maximum protection for workers engaged in the work.
5. Where guarding must be removed to facilitate the work in progress, the guarding shall be replaced in original condition upon completion of the work and the unguarded area shall not be left unattended until the guarding is replaced. The Superintendent shall enforce this requirement with the responsible parties.

Guarding Requirements

1. Every open sided floor, balcony, mezzanine, platform or work surface 6 feet or more above adjacent floor or ground level shall be guarded by a standard guard rail.
2. Every floor opening measuring more than 2 inch in its least dimension in any floor, roof or platform shall be guarded by a cover or a standard guard rail. Covers shall be secured and marked "HOLE".
3. Every stairway opening, ladder way opening or ladder way platform shall be guarded on all exposed sides by a standard guardrail.
4. Every opening for manholes, pits, hatches, trapdoors, chutes, and skylights shall be guarded by a cover or standard guardrail.
5. Every wall opening from which there is a drop of more than 6 feet, and the bottom of the opening is less than 39" above the floor shall be guarded by a standard guard rail. Where the bottom of the opening is less than 4 inches above the floor, a toe board is required.
6. Every extension platform outside an open floor or wall opening shall be guarded on all open sides by a standard guardrail.
7. Every ramp or runway 6 feet or more above the floor or ground level shall be guarded on all open sides by a standard guardrail.
8. The above guarding requirements are applicable to the completed sides and openings of decks and concrete formwork of all types. Perimeter guarding of formwork shall be installed as completed sides of the formwork are developed.
9. On temporary planked floors or temporary metal-decked floors, the periphery of the floor shall be guarded by a single safety railing of 1/4 inch wire rope cable or equivalent, installed approximately 42 inches above the floor. Perimeter cable shall be installed as completed sides of the floor are developed.
10. Where subcontractors install guarding on floors under their control, such guarding may be left in place to service the long-term needs for guarding of the project.

Guarding Stairways

1. Every flight of stairs having four (4) or more risers shall be equipped with stair railings or handrails as specified below:
 - a. A stair railing is required on each open side of the stairway.
 - b. Stairways 88 or more inches wide shall have a stair railing in the center of the stairway.
 - c. Enclosed stairways less than 44 inches wide shall have at least one handrail. Enclosed stairways more than 44 inches wide shall have a handrail on each side.
2. Risers and treads on temporary stairs shall be of uniform height and width.
3. Permanent steel or metal stairways and landings with hollow pan type treads that are to be filled with concrete or other materials, when used during construction, shall be filled to the level of the nosing with solid materials.

Safety Nets

1. Safety nets shall be installed as close as practicable under the walking/working surface on which personnel are working, but in no case more than 30 feet below such level.
2. Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to applicable requirements.
3. Safety nets and safety net installations shall be drop tested at the jobsite after initial installation and before being used as a fall protection system, whenever relocated, after major repair, and 6 month intervals if left in one place. The drop test shall consist of a 400 pound bag of sand 30 +/- inches in diameter dropped into the net from the highest walking/working surface at which workers are exposed to fall hazards, but not from less than 42 inches above that level.
4. When the subcontractor can demonstrate that it is unfeasible to perform the drop test required by this part, the subcontractor (or designated competent person) shall certify that the net and net installation complies with the provisions of this section by preparing a certification record prior to the net being used as a fall protection system.
5. The certification record must include an identification of the net and net installation for which the certification record is being prepared: the date that it was determined, that the identified net and net installation complied with this section and the signature of the person making the determination and certification. The most recent certification record for each net and net installation shall be available at the jobsite for inspection.
6. Defective nets shall not be used, Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence, which could affect the integrity of the safety net system.
7. Materials, scrap pieces, equipment and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.
8. The maximum size of each safety net mesh opening shall not exceed 36 square inches nor be longer than 6 inches on any side, and the opening, measured center to center of mesh ropes or webbing, shall not be longer than 6 inches. All mesh crossings shall be secured to prevent enlargement of the mesh opening.

9. Each safety net (or section of it) shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds.
10. Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches apart.

Controlled Access Zone

1. Only authorized employees may work in the controlled access zone!
2. Perimeter guardrails and toe boards are to be installed as quickly as decking allows. All deck openings to have perimeter guardrails.
3. Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:
 - a. Flagged or otherwise clearly marked at not more than 6-feet (1.8 meters) intervals with high-visibility materials.
 - b. Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches.
 - c. Strong enough to sustain stress of not less than 200 pounds. Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
 - d. Control lines also must be connected on each side to a guardrail system or wall.

Leading Edge Workers Within the Controlled Access Zone

1. Only designated employees can work in the leading edge area.
2. Control lines must define the work area. (Control line supports connected by rope with caution flags)
 - a. Control lines shall be erected not less than 6 feet from the unprotected or leading edge.
 - b. Control lines must be moved with the progress of the decking.

Hoist Landing Platforms

1. The platform must have side guardrails, toe boards and a removable end cable with warning flags.
2. Each employee in a hoist area must be protected from falling 6 feet either by guardrails or a personal fall arrest system.

3. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hosting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

FIRE PREVENTION PROGRAM

1. Post Fire Department phone number in conspicuous locations.
2. Place fire extinguishers of the correct type where required and post fire extinguisher signs at these locations.
3. Employees shall be trained on the correct type of fire extinguishers to be used on the various types of fires and how to use them.
4. Know the location of firefighting equipment and fire exits and keep work areas organized so as not to block any fire exit, or any access to equipment. Fire extinguishers shall be inspected once per month.
5. Post NO SMOKING and NO OPEN FLAME signs at areas requiring same.
6. Clean up and remove from site, all flammable construction rubbish as required. Construction debris is to be removed daily.
7. Dispose of oily, greasy, or paint soaked rags and towels in covered metal containers. Keep solvents and other flammable/combustible materials in approved, properly labeled containers.
8. Keep sparks, flames and excessive heat away from solvents and other combustible materials. When welding or cutting, do not let hot metal or slag drop on combustible materials.
9. Shut off engines of vehicles and other equipment before adding fuel.
10. Conduct periodic fire prevention meetings.
11. Conduct periodic fire prevention inspections.

HOUSEKEEPING

Poor housekeeping on construction projects creates unsafe walking and working conditions due to tripping hazards, and is an ever-present fire hazard due to the flammable and combustible nature of most construction debris.

The Superintendent shall plan his housekeeping program at the start of the project and assign responsibilities for cleanup and removal of debris to all involved in the project. Subcontractors should understand their contractual obligations for cleanup and removal of their debris. The Superintendent shall enforce contractual requirements.

1. Plan ahead and set up schedules for prompt emptying of rubbish containers. Full containers shall be removed promptly and replaced with empty containers. Allow sufficient time in elevator schedules for rubbish removal.

2. Combustible or flammable debris shall be cleaned up and removed on a daily basis. Accumulations of this type of debris are prohibited.
3. Construction debris shall be cleaned up *as the work progresses* and shall not be permitted to accumulate or remain scattered and strewn about.
4. In no case shall construction debris be permitted to become strewn or accumulated in occupied areas outside of construction areas. Debris produced from construction activities in such areas shall be cleaned up and removed as it is produced. The following areas shall be kept clear of debris at all times:
 - a. Walkways
 - b. Aisles
 - c. Stairways
 - d. Ladder ways
 - e. Ramps
 - f. Loading docks
 - g. Elevator lobbies and landings
 - h. Entrances to the project
5. Containers for debris shall be provided at the following locations:
 - a. Employee lunch areas
 - b. Shanties
 - c. Storerooms
 - d. Field offices
 - e. Entrances to project
 - f. Lower landing of elevators
6. Where containers for debris are not readily available, the debris shall be put into isolated piles ready for removal and not left scattered and strewn about.
7. Nails may not be left protruding from lumber. Protruding nails shall be backed out or removed.
8. Oil and grease spills shall be cleaned up at once.
9. Where sweeping of debris from floors may create dusty atmospheres, sweeping compound shall be used or the floors sprinkled with water, whichever is required to reduce dust in the atmosphere to acceptable levels. Workers shall wear the appropriate personal protective equipment (PPE) such as dust masks, and if necessary eye protection when sweeping.

LADDERS AND STAIRWAYS

Ladders

1. Inspect a ladder before using it. If it is unsafe, DO NOT use it. Tag it unsafe and remove it from the area. Ladder rungs must be clear of mud, ice and other slippery substances.
2. Use a ladder that will reach the work. A straight ladder must reach at least three feet above the work level when it is positioned according to the one in four rule (for every four feet of height move the base of the ladder one foot away from the wall).
3. Place the ladder on solid footing. Extension ladders must be secured. If there's a danger of the ladder being hit – barricade it. Areas at the foot and top of the ladders must be kept clear of materials and debris. Take the ladder down when you are finished using it.
4. Metal ladders must not be used during inclement weather (i.e. weather featuring lightning) or for electrical work or within 10 feet of power lines.
5. Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
6. Know when to stop. Do not climb beyond the third rung from the top of a straight ladder or the second step from the top of the stepladder. Don't over- reach. Move your ladder with your work. Both shoulders outside the ladder means you're reaching too far.
7. Make sure the spreader bar is sturdy and locked in place when using stepladders. DO NOT use stepladders as a straight ladder.
8. Tools, materials and equipment should be hoisted by hand lines or other similar means whenever practicable.

Stairways

1. A stairway or ladder shall be provided at all points of access where there is a break in elevation of 19 inches or more and no ramp, sloped embankment, or personnel hoist is provided.
2. Except during stairway construction, foot traffic is prohibited on stairways with open stairs where the treads and/or landings are to be filled in with concrete or other materials at a later date, unless the stairs are temporarily fitted with wood or other solid material at least to the top edge of each pan. Such temporary treads and landings shall be replaced if worn below the level of the top edge of the pan.
3. Stairways having four or more risers or rising more than 30 inches, whichever is less, shall be equipped with at least one handrail and one stairwell system along each unprotected side or edge. Top rails shall not be less than 36 inches from the upper surface of the stairwell system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.
4. Midrails, screens, mesh or intermediate vertical members shall be provided between the top rail and the stairway steps.

MATERIAL HANDLING EQUIPMENT

1. Rollover Protective Structures (ROPS) shall be provided for all equipment as required by OSHA regulations.
2. Seat belts shall be provided and used by operators of all equipment that has a Rollover Protective Structure.
3. All bi-directional equipment shall be equipped with an operable horn or warning light, which shall be used as needed when the machinery is moving in either direction.
4. All bi-directional equipment shall also have an operable back-up alarm, in addition to the horn.
5. All equipment shall be provided with a multi-purpose (Class A-B-C) fire extinguisher mounted in an easily accessible location.

Braking systems, controls and safety devices shall be maintained in effective operating condition. To assure this, the operator shall inspect his or her equipment at the beginning of the shift and test for the condition of:

1. Back-up alarm(s)
2. Brakes, including hand brake
3. Steering mechanism
4. Condition of tires
5. Headlights, tail lights and signal lights
6. Horn
7. Seat belts
8. Windshield wipers (where provided)
9. Fire extinguisher
10. Cab glass (where provided)

Only qualified personnel shall be allowed to operate equipment.

Fork truck/lull

operators shall attend refresher training every three years.

All Mobile Equipment

1. Any person found operating or driving in a reckless or careless manner without regard for the safety of other employees or the general public will be immediately removed from his or her equipment and permanently prohibited from operating or driving any equipment on the project.
2. Any mobile equipment found to be unsafe or defective shall be immediately removed from service and sent for repair or replacement. The proper repairs must be confirmed prior to putting the equipment back into service.
3. All operators shall follow OSHA regulations.
4. All drivers must carry proof of training on equipment.

PERSONAL PROTECTIVE EQUIPMENT

Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.

As part of this Safety and Health Program, the Safety Manager is responsible for:

1. Hazard assessment
2. PPE selection
3. Employee training, including cleaning and maintenance of PPE, and PPE specific information

General Requirements

1. Personal protective equipment (PPE) shall be worn as prescribed for each job by the supervisor.
2. Employees shall be trained in the proper use, maintenance, storage, and application designated for all personal protective equipment issued or worn.

Eye Protection

1. Appropriate eye protection shall be worn by all employees, visitors, and subcontractors' workers whenever exposed to flying objects that may strike the eyes.
2. In addition to safety glasses, a full face shield shall be worn by employees and workers involved in air-blast cleaning, chipping, chiseling, concrete breaking, equipment wash-down, grinding, handling and using chemicals, high-speed sawing, power brushing or buffing, sandblasting and steam cleaning or other operations which would expose the worker to flying objects that may strike the face.
3. In addition to safety glasses, appropriate tinted goggles shall be worn for all torch cutting or burning operations.
4. In addition to safety glasses, a welding hood shall be worn by all employees performing, assisting or observing welding, burning or cutting operations.
5. Eye- and face-protective devices shall conform to the requirements of ANSI Z87.1-1979.
6. Eye- and face-protective devices shall:
 - a. Be reasonably comfortable, yet fit snugly and not unduly interfering with the movement of the wearer.
 - b. Be kept clean and in good repair.

Head Protection

1. Hard Hats shall be worn at all times by employees, visitors, and subcontractors' workers.

Hearing Protection

1. Hearing protection shall be required where sound levels exceed acceptable Federal, State and Local Standards.
2. Management, with appropriate technical support shall identify work areas, or equipment which requires hearing protection.

Foot Protection

1. Employees, visitors, and subcontractors' workers shall wear work boots which are suitable for the areas which they are working or visiting. No tennis shoes are allowed.

Other PPE

1. Gloves are to be used when handling hot or sharp materials, and for protection against acids and other chemicals.
2. Appropriate work clothing shall be worn at all times: long pants and shirts with a minimum of a four-inch sleeve.
3. Personal fall arrest equipment shall be required when exposed to an elevated fall hazard of six (6) feet or greater (see fall protection).
4. Employees shall be required to wear protective reflective vests when working around, near, or directing moving traffic or mobile equipment.

Employee Training

The Safety Manager provides training for each employee who is required to use personal protective equipment. Training includes:

1. When PPE is necessary
2. What PPE is necessary
3. How to wear assigned PPE
4. Limitations of PPE
5. The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Respirator Protection

Feasible engineering controls must be used before respirators.

It is the responsibility of Integral Construction, Inc. and each of its subcontractors to evaluate respiratory hazard(s) in the workplace, identify relevant workplace and user factors, and base respirator selection on these factors. The selection of respirators shall be made in accordance with OSHA Regulation 29 CFR 1910.134(d).

General Requirements:

1. If respiratory protection is required, subcontractors are required to have a written program that includes:
 - a. Respirator selection procedures
 - b. Non-mandatory use
 - c. Medical evaluations
 - d. Fit testing procedures
 - e. Emergency procedures
 - f. Training
 - g. Program Evaluation
2. Workers shall be provided with respirators when such equipment is necessary to protect the worker against exposures to inhalation of toxic or harmful gases, vapors, mists, fumes and dust.
3. Only respirators which are applicable and suitable for the purpose intended will be used. They should be selected on the basis of the hazards to which the worker is exposed.
4. Workers required to use respiratory protective equipment approved for use in atmospheres immediately dangerous to life shall be thoroughly trained in its use. Workers required to use other types of respiratory protective equipment shall be instructed in the use and limitations of such equipment by their employer.
5. Respiratory protective equipment will be inspected regularly and maintained in good condition. Chemical cartridges will be replaced as necessary so as to provide complete protection. Dust respirators are to be replaced as necessary so as to avoid undue resistance to breathing.
6. Respiratory protective equipment (except disposable dust respirators) which has been previously used, shall be cleaned and disinfected before it is issued to another worker.
7. All workers must complete a medical evaluation, be trained in the use of the type of respirator worn, and be fit tested.

SCAFFOLDS

1. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without setting or displacement.
Unstable objects such as barrels, boxes, loose brick or concrete blocks shall not be used to support scaffolds or planks.
2. Guard rails and toe boards shall be installed on all open sides and ends of scaffold platforms 10 feet or more above the ground or floor.
3. Where persons are required to work or pass under any scaffold, the scaffold shall be provided with a screen of No. 18 Gauge U.S. Standard 1/2 inch wire mesh or

- equivalent, between the toe board and the top guard rail.
4. All wood planking used for scaffolding platforms shall be Scaffold Grade.
 5. Where scaffold platforms are constructed of single lengths of plank that are not secured by overlapping, the planks shall be secured from movement by cleating, tying or otherwise secured to the scaffold. All other types of scaffold platforms shall be likewise secured.
 6. Where planks on scaffold platforms are overlapped, the overlap shall not be less than 12 inches or secured to prevent movement. Planks shall overlap so that both planks are bearing on a scaffold support at the point of overlap.
 7. Scaffold planks shall not extend over the end supports less than 6 inches or more than 12 inches.
 8. The poles, legs or upright supports of scaffolds shall be plumb and securely and rigidly braced to prevent swaying and displacement.
 9. Overhead protection shall be provided for employees on a scaffold exposed to overhead hazards.
 10. Welding or torch cutting on any swinging or suspended staging or scaffold suspended by means of fiber or synthetic rope is prohibited.
 11. An access ladder or equivalent safe access shall be provided to and from the platform of all scaffolds.
 12. Tiered scaffolds erected adjacent to any wall, building or structure shall be secured and braced to the building at intervals not to exceed 30 feet horizontally and 26 feet vertically.
 13. Wheels and casters on mobile scaffolds shall be provided with locking devices to hold the scaffold in position. Locking devices shall be set when the scaffold is in use.
 14. Free-standing mobile scaffold towers shall not be higher than 4 times the maximum base dimension.

TOOLS – HAND AND POWER

General Requirements

1. Do not bypass manufacturer installed safety devices. They are put there for a purpose – YOUR SAFETY.
2. Maintain all hand and power tools and similar equipment, whether furnished by the Company or employee, in safe working condition.
3. Keep tools and accessories clean and sharp for best performance. Follow instructions in the owner's manual for proper lubrication.
4. Do Not grease, oil, clean or adjust machinery or equipment while it is in motion.

Hand Tools

1. Use the proper tool for every job.

2. Do not use impact tools such as wedges and chisels if they have mushroomed heads.
3. Worn and damaged tools are dangerous – turn them in for repair or replacement. Do not use tools with cracked, broken or loose handles.
4. Do not operate tools beyond their rated limits or try to increase their capacity with by-passes, “cheaters” or other modifications.

Power Hand Operated Tools

1. Do not use hoses or electric cords for hoisting or lowering tools or other materials. Never yank the cord to disconnect it from the receptacle.
2. Be sure that safety guards are in working order and in place before operating any power tool.
3. All electrical tools must be grounded except where the tool is protected by an approved system of double insulation.
4. Be sure switch button is off before plugging a tool cord into an electrical outlet. Surprise and accidental startups are dangerous.
5. Clamp or otherwise secure small or light materials before attempting to ream, drill, tap or to perform similar operations.
6. Keep moving parts of power tools pointed away from your body. Do not hold a finger on the switch button while carrying a plugged in tool.
7. Inspect electrical extension cords and other wiring to be certain they are properly insulated. Do not use frayed or damaged cords.
8. Keep cords and hoses away from heat, oil and sharp edges.
9. Do not operate electrical tools while standing on damp or wet surfaces.
10. Take special precautions when using power tools on a scaffold or other locations with limited movement areas.
11. Be sure that a power tool is off and motion stopped before setting tool down.
12. Before disconnecting air powered tools, turn off air at outlet to relieve the pressure.
13. When drilling into walls, floors, platforms and similar structures, know what you are drilling into. Take care not to drill into electrical and other utility lines and other such installations.
14. Disconnect tool from power source(s) before changing drills, blades or bits or attempting repair or adjustment. Never leave a running tool unattended.

Abrasive Tools and Grinders

1. Be sure that grinder stones and discs are protected with proper protective guards.
2. Wear a proper face shield or adequate eye protection during all grinding operations.

3. Check grinder stones and discs for nicks, cracks or other defects by accepted tests (i.e. ring test). Replace immediately if damaged.
4. Handle grinders carefully. If dropped, inspect grinder and stone/disc at once for damage.
5. Do not jolt, force or jam a grinder. Such use may cause the stone to shatter.
6. Be sure a portable grinder is turned off and any coasting or idling motion stopped before putting it down.
7. Make sure grinder stones and discs are matched to the RPM rating of the grinder. A low RPM disk or stone on a high RPM grinder can shatter.

Powder Actuated Tools

1. Only a trained and qualified operator is allowed to operate an explosive powder actuated tool. (i.e. Ramset Gun).
2. Never point a powder-actuated tool at anybody.
3. Before using the tool, inspect it to make sure it is clean, that all moving parts operate freely and that the barrel is free from obstructions.
4. Do not load the tool unless it will be used immediately. Never leave a loaded tool unattended.
5. Appropriate personal protective equipment should be utilized.

STEEL ERECTION

Steel erection activities include hoisting, laying out, placing, connecting, welding, burning, guying, bracing, bolting, plumbing and rigging structural steel, steel joists and metal buildings; installing metal decking, curtain walls, window walls, siding systems, miscellaneous metals, ornamental iron and similar materials; and moving point-to-point while performing these activities.

Site Layout, Site Specific Erection Plan and Construction Sequence

Approval to Begin Steel Erection

Before authorizing the commencement of steel erection Integral Construction, Inc. shall ensure that the steel erector is provided with the following written notifications:

1. The concrete in the footings, piers and walls and the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, either 75 percent of the intended minimum compressive design strength or sufficient strength to support the loads imposed during steel erection.
2. Any repairs, replacements and modifications to the anchor bolts were conducted in accordance with §1926.755(b).

Site Layout

Integral Construction, Inc. shall ensure that the following is provided and maintained:

1. Adequate access roads into and through the site for the safe delivery and movement of derricks, cranes, trucks, other necessary equipment, and the material to be erected and

means and methods for pedestrian and vehicular control. Exception: this requirement does not apply to roads outside of the construction site.

2. A firm, properly graded, drained area, readily accessible to the work with adequate space for the safe storage of materials and the safe operation of the erector's equipment.

Site-Specific Erection Plan

Where subcontractors elect, due to conditions specific to the site, to develop alternate means and methods that provide employee protection in accordance with §1926.753(c)(5), §1926.757(a)(4) or §1926.757(e)(4), a site-specific erection plan shall be developed by a qualified person and be available at the work site.

Hoisting and Rigging

Pre-Shift Visual Inspection of Cranes

A competent person shall visually inspect cranes being used in steel erection activities prior to each shift; the inspection shall include observation for deficiencies during operation. At a minimum this inspection shall include the following:

1. All control mechanisms for maladjustments;
2. Control and drive mechanism for excessive wear of components and contamination by lubricants, water or other foreign matter;
3. Safety devices, including but not limited to boom angle indicators, boom stops, boom kick out devices, anti-two block devices, and load moment indicators where required;
4. Air, hydraulic, and other pressurized lines for deterioration or leakage, particularly those which flex in normal operation;
5. Hooks and latches for deformation, chemical damage, cracks, or wear;
6. Wire rope reeving for compliance with hoisting equipment manufacturer's specifications;
7. Electrical apparatus for malfunctioning, signs of excessive deterioration, dirt, or moisture accumulation;
8. Hydraulic system for proper fluid level;
9. Tires for proper inflation and condition;
10. Ground conditions around the hoisting equipment for proper support, including ground settling under and around outriggers, ground water accumulation, or similar conditions;
11. The hoisting equipment for level position; and
12. The hoisting equipment for level position after each move and setup.

If any deficiency is identified, the competent person shall make an immediate determination as to whether the deficiency constitutes a hazard. If the deficiency is determined to constitute a hazard, the hoisting equipment shall be removed from service until the deficiency has been corrected.

The operator shall be responsible for those operations under the operator's direct control. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured.

A qualified rigger (a rigger who is also a qualified person) shall inspect the rigging prior to each shift in accordance with §1926.251.

Working Under Loads

Routes for suspended loads shall be pre-planned to ensure that no employee is required to work directly below a suspended load except for:

1. Employees engaged in the initial connection of the steel; or
2. Employees necessary for the hooking or unhooking of the load.
3. When working under suspended loads, the following criteria shall be met:
4. Materials being hoisted shall be rigged to prevent unintentional displacement;
5. Hooks with self-closing safety latches or their equivalent shall be used to prevent components from slipping out of the hook; and
6. All loads shall be rigged by a qualified rigger

Covering Roof and Floor Openings

1. Covers for roof and floor openings shall be capable of supporting, without failure, twice the weight of the employees, equipment and materials that may be imposed on the cover at any one time.
2. All covers shall be secured when installed to prevent accidental displacement by the wind, equipment or employees.
3. All covers shall be painted with high-visibility paint or shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Decking Gaps Around Columns

1. Wire mesh, exterior plywood, or equivalent, shall be installed around columns where planks or metal decking do not fit tightly. The materials used must be of sufficient strength to provide fall protection for personnel and prevent objects from falling through.

Column Anchorage

General Requirements for Erection Stability

1. All columns shall be anchored by a minimum of 4 anchor rods (anchor bolts).
2. Each column anchor rod (anchor bolt) assembly, including the column-to-base plate weld and the column foundation, shall be designed to resist a minimum eccentric gravity load

of 300 pounds (136.2 kg) located 18 inches (.46m) from the extreme outer face of the column in each direction at the top of the column shaft. packs which are adequate to transfer the construction loads.

3. Columns shall be set on level finished floors, pre-grouted leveling plates, leveling nuts, or shim packs which are adequate to transfer the construction loads.
4. All columns shall be evaluated by a competent person to determine whether guying or bracing is needed; if guying or bracing is needed, it shall be installed.

Repair, Replacement or Field Modification of Anchor Rods (Anchor Bolts)

1. Anchor rods (anchor bolts) shall not be repaired, replaced or field-modified without the approval of the project structural engineer of record.
2. Prior to the erection of a column, the controlling contractor shall provide written notification to the steel erector if there has been any repair, replacement or modification of the anchor rods (anchor bolts) of that column.

Beams and Columns

General Requirements

1. During the final placing of solid web structural members, the load shall not be released from the hoisting line until the members are secured with at least two bolts per connection, of the same size and strength as shown in the erection drawings, drawn up wrench-tight or the equivalent as specified by the project structural engineer of record.
2. A competent person shall determine if more than two bolts are necessary to ensure the stability of cantilevered members; if additional bolts are needed, they shall be installed.

Diagonal Bracing

1. Solid web structural members used as diagonal bracing shall be secured by at least one bolt per connection drawn up wrench-tight or the equivalent as specified by the project structural engineer of record.

Fall Protection

1. Each detailer who is on a walking/working surface with an unprotected side or edge more than 15 feet (4.6 m) above a lower level shall be protected from fall hazards by guardrail systems, safety net systems, personal fall arrest systems, positioning device systems or fall restraint systems.
2. Each connector shall:
 - a. Be protected in accordance with this section from fall hazards of more than two stories or 30 feet (9.1 m) above a lower level, whichever is less;
 - b. Have completed connector training in accordance with §1926.761; and

- c. Be provided, at heights over 15 and up to 30 feet above a lower level, with a personal fall arrest system, positioning device system or fall restraint system and wear the equipment necessary to be able to be tied off; or be provided with other means of protection from fall hazards in accordance with this section.

Controlled Decking Zone (CDZ)

A controlled decking zone may be established in that area of the structure where metal decking is initially being installed and forms the leading edge of a work area. In each CDZ, the following shall apply:

1. Each employee working at the leading edge in a CDZ shall be protected from fall hazards of 6' or more.
2. Access to a CDZ shall be limited to only those employees engaged in leading edge work.
3. The boundaries of a CDZ shall be designated and clearly marked. The CDZ shall not be more than 90 feet (27.4 m) wide and 90 (27.4 m) feet deep from any leading edge. The CDZ shall be marked by the use of control lines or the equivalent.
4. Each employee working in a CDZ shall have completed CDZ training in accordance with §1926.761.
5. Unsecured decking in a CDZ shall not exceed 3,000 square feet.
6. Safety deck attachments shall be performed in the CDZ from the leading edge back to the control line and shall have at least two attachments for each metal decking panel.
7. Final deck attachments and installation of shear connectors shall not be performed in the CDZ.

UTILITIES IDENTIFICATION AND PROTECTION

All utilities which might interfere with work to be performed must be identified.

Public Utilities

Because public utilities are not controlled by Integral Construction, Inc. these utilities can be installed, removed, relocated, activated or deactivated without knowledge that these activities ever occurred. Therefore, it is essential that the location of these items be determined prior to the start of any work. The contractor shall locate public utilities by calling JULIE or DIGGER (in Chicago).

Protecting Utilities

Once identified and located, the utmost care to protect utilities from damage shall be taken:

1. Use hand or very controlled mechanical excavation procedures for underground utilities.
2. Shore, support, brace and/or reinforce (as necessary) any utility.
3. Protect utilities from weather and vandalism exposures as is necessary.
4. Clearly mark or identify any exposed utilities and provide appropriate warning or danger signs as needed to protect workers, the public and the utility itself.

Article XIII Silica Exposure Prevention Program

Hazards From Exposure

Occupational exposure to crystalline silica dust is known to cause silicosis, pneumoconiosis, or dust disease of the lungs. The particles that cause the damage are too small to be seen with the naked eye.

What is Silicosis?

Silicosis is a disease of the lungs caused by breathing dust containing crystalline silica particles. This dust can cause fibrosis or scar tissue formations in the lungs that reduce the lungs' ability to effectively extract oxygen from the air. There is no cure for silicosis. Prevention is the only answer.

What Are The Symptoms?

There are several stages of silicosis. Early stages may go completely unnoticed. Continued exposure may result in shortness of breath while exercising, possible fever and occasional bluish skin at the ear lobes or lips. Silicosis makes a person more susceptible to infectious diseases of the lungs like tuberculosis. Progression of the disease leads to fatigue, extreme shortness of breath, loss of appetite, pain in the chest area, and respiratory failure, which all may lead eventually to death. Acute silicosis may develop after short periods of exposure. Chronic silicosis usually occurs after 10 or more years of exposure to lower levels of quartz.

Potential For Exposure During Construction

Concrete and masonry products contain silica sand and aggregate containing silica. Since these products are primary materials for construction, construction workers may be easily exposed to respirable crystalline silica during activities such as the following:

1. Sawing, hammering, drilling, grinding, and chipping of concrete or masonry.
2. Abrasive blasting of concrete (regardless of abrasive used).
3. Demolition of concrete and masonry structures.
4. Dry sweeping or pressurized air blowing of concrete, rock or sand dust.

Even material containing small amounts of crystalline silica may be hazardous if they are used in ways that produce high dust concentrations.

Prevention Recommendations

Integral Construction, Inc. recommends the following measures to reduce worker exposure to respirable crystalline silica dust in the workplace:

1. Recognize when silica dust may be generated and plan ahead to eliminate or control the dust at the source. Awareness and planning are keys to prevention of silicosis.
2. Do not use silica sand or other substances containing more than 1% crystalline silica as abrasive blasting materials. Substitute less hazardous materials.
3. Use engineering controls and containment methods such as, wet drilling, or wet sawing of silica-containing materials to control the hazard and protect adjacent workers from exposure.
4. Routinely maintain dust control systems to keep them in good working order.

5. Provide workers with training that includes information about health effects, work practices, and protective equipment for respirable crystalline silica.
6. Report all cases of silicosis to State health departments and OSHA.
- 7.

The key to preventing silicosis is to keep dust out of the air. Dust controls can be as simple as a water hose to wet the dust before it becomes airborne. Use the following methods to control respirable crystalline silica:

1. When saw cutting concrete or masonry, use saws that provide water to the blade.
2. Use good work practices to minimize exposures and to prevent nearby workers from being exposed. For example, remove dust from equipment with a water hose rather than with compressed air. Use vacuums with high- efficiency particulate air (HEPA) filters, or use wet sweeping instead of dry sweeping.
3. During concrete demolition use water to reduce dust potential, take advantage of the prevailing wind to blow dust away from employees,
4. Use the dust collection systems available for many types of dust-generating equipment. When purchasing equipment, look for dust controls. Use local exhaust ventilation to prevent dust from being released into the air. Always use the dusts control system and keep it well maintained. Do not use equipment if the dust control system is not working properly.

Article XV Hazard Communication Program

Employees and workers shall be provided with information about hazardous chemicals on the work site through a hazard communication program, which includes container labeling, Material Safety Data Sheets (MSDS's) and worker information and training.

Material Data Sheets

Suppliers of hazardous chemicals are required to provide users with a Material Safety Data Sheet (MSDS) include information about the identity, ingredients, health hazards, precautions and control measures for the hazardous chemical. Integral Construction, Inc. maintains a list of hazardous chemicals they store or use on site, and an MSDS for each chemical. The list and MSDS are available for review by Integral Construction, Inc. employees/workers in the field office upon request to the Superintendent. He/she will assist employees/workers in using the appropriate hazard information upon request. Employees/workers should comply with all warnings, instructions, precautions and control measures shown in the MSDS to avoid exposure to the hazardous chemical.

List Of Hazardous Chemicals

The Integral Construction, Inc. Superintendent shall compile a list of all hazardous chemicals that will be used on the job site by reviewing container labels and Material Safety Data Sheets. The list must be kept current. Copies of Material Safety Data Sheets for all hazardous chemicals to which employees or workers may be exposed must be kept in an MSDS binder onsite, and readily accessible to employees and workers in the work area during each work shift. All subcontractors must submit their MSDS's to the REIDY CONTRACTING GROUP Superintendent prior to arriving on the project.. NOTE: Only the MSDS for the chemicals onsite should be kept in the job site notebook.

Labeling

Each container of hazardous chemicals or hazardous materials on the job site shall be properly labeled. The labels will list:

1. The identity of the contents of the container or materials
2. Appropriate hazard warnings
3. The name and address of the manufacturer, importer or other responsible party
4. The required PPE

Training

All employees/ workers shall be trained on hazardous chemicals in their work area at the time of their initial work assignment, or as a part of their new worker orientation. The training session will cover the following:

1. An overview of the hazard communication requirements.
2. A review of chemicals that may be present in their workplace operations.
3. The location and availability of the written hazard communication program, a list of hazardous chemicals and Material Safety Data Sheets.

4. Methods and observation techniques that may be used to detect the presence or release of hazardous chemicals in the work area.
5. The physical hazards of the chemicals in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
6. How to lessen or prevent exposure to hazardous workplace chemicals by using good work practices, personal protective equipment, etc.
7. Emergency procedures to follow if workers are exposed to hazardous chemicals.
8. An explanation of the Hazard Communication Program, including how to read labels and Material Safety Data Sheets to obtain appropriate hazard information.
9. If a new type of product is introduced into a work area or the chemical composition of a product changes, the foreman will review the above items (as they relate to the new chemicals) during weekly job site safety meetings.
10. All training shall be documented.

Non Routine Tasks

Periodically, employees and workers may be required to perform non-routine tasks. Prior to starting work on such projects, each affected worker will be informed about hazards to which they may be exposed and the appropriate protective and safety measures to be taken.

Article XI OSHA Inspections

OSHA Inspection Procedures

Upon an OSHA Compliance Officer arriving on site:

1. Call the office and inform the Safety Manager of the inspection. **Contact the following individuals, in the following order, until you reach one of them:**
 - A. Joseph Zinchuk 312-931-7386
 - B. Christopher Osinski 312-931-7465
 - C. **Insurance Agent TBD**
 - D. The designated Project Manager for the Project

2. ***Compliance officers are not required to sign any release or waiver for entry into the job site.***

3. Entry by the compliance officer:
 - a. The Act provides that OSHA officers "upon presenting appropriate credentials to the Owner, operator, or agent in charge, is authorized to enter without delay and at reasonable time" any work place covered in the Act.
 - b. This means that on construction projects, Burling Builders, Inc.'s Superintendent or in his absence his designated alternate, must receive the officer and is entitled to see and read the identification paper to determine whether this person is a bona fide OSHA officer before he has to allow him to inspect the job site.

4. Request that the officer wait until the Safety Manager arrives. Request to see the officer's credentials and write down his name. Inquire as to the reason for the visit :
 - a. ***Fatality/Catastrophe.*** Employers are required to report to OSHA all accidents resulting in a single fatality or the hospitalization of three or more employees. OSHA is required to investigate all such reports.
 - b. ***Follow Up.*** Citations issued for imminent danger, serious, willful, or repeated violations require mandatory follow up inspections to determine the employer's compliance with abatement as called for in the citations. Follow up inspections for non-serious violations are at the discretion of OSHA.
 - c. ***Complaint.*** The Act provides that employees or their representative may report violations of OSHA Safety and Health Regulations to OSHA and request an inspection by signing a written complaint. At the opening

conference, the officer is required to deliver a copy of the complaint to the appropriate contractor and to Integral Construction, Inc.'s Superintendent. Since the Act entitles the complaint to anonymity if he so desires, his name may be deleted from the employer's copy of the complaint.

- d. ***Program Related:*** Height of building, type of construction, etc.

Inspection Procedures

1. Opening Conference
 - a. The OSHA compliance officer will inform management of their purpose and outline inspection plans
 - b. The officer may want to talk with all of the subcontractors of the job
 - c. Be prepared to show the officer the OSHA 300 Log, MSDS, and Health and Safety program
2. Jobsite Tour
 - a. Try to correct the violation immediately, if possible
 - b. Walk the jobsite with the officer and take notes
 - c. Take pictures every time the officer takes pictures
 - d. Officers are required to comply with all employer safety and health rules and practices at the project.
3. Closing Conference
 - a. The officer will review all violations
 - b. Take good notes pertaining to alleged violations
 - c. Do not argue with the officer

Other Precautions

1. Be knowledgeable of what is contained in the Health and Safety manual.
2. Note in what areas pictures were taken.
3. Be certain as to the time allowed for abatement of the alleged violation.

Safety Program Acceptance

Version 6.17.16

I have read and will abide by the conditions as stated in this document regarding the ICI Safety Program.

Name (printed) _____

Signature _____ Today's date _____

Witness _____ Today's date _____



Weekly Site Audit

Date of Inspection:

Project:

Inspector:

Superintendent:

Comments

	OK	Action Needed
First Aid and Emergency		
First aid kit		
Emergency #s posted		
Housekeeping and Sanitation		
Adequate Lighting		
Work areas/passages clear		
Toilets adequate/clean		
Drinking water/cups/garbage		
Scheduled dumpster removal		
Fire Prevention & Protection		
Adequate fire extinguishers		
Flammable storage marked		
Flammables stored properly		
Gas cylinders; use & storage		
Personal Protect Equipment		
Hard hats as required		
Eye protection as required		
Ear protection as required		
Dust masks/resp. as required		
Safety harnesses/lanyards as req.		
Electrical		
Electrical dangers posted		
Temporary lighting adequate		
GFCI		
Ext. Cords-3 prong type		
Lockout/tagout		
Public Protection		
Signs posted		
Flagging		
Barricades		
Overhead protection		
Flag persons for traffic entering/exiting		



Weekly Site Audit

Date of Inspection:

Project:

Inspector:

Superintendent:

Comments

	OK	Action Needed
Fall Protection		
Tied off if over 6'		
Proper anchorage		
Fall arrest equipment in good condition		
Guardrails in good condition		
Wire rope guardrails taut		
Floor/roof openings guarded/covered		
Stairway railings		
Open sided floors protection		
Ladders		
Ext. ladders-3' above landing		
Ext. ladders secured		
Ext. ladders have safety feet		
Step ladders open		
Step ladders-no use of 2 top step		
Scaffolding		
Inspected daily by competent person		
Access ladder		
Plumb & square w/ cross bracing		
Tied to wall if required		
Guardrails/toe boards/screen		
Working levels debris free		
Base plates		
Fully planked		
Height not more than 4:1 ratio		
Cranes		
Inspected daily by competent person		
Level, with cribbing		
Load capacity followed		
Clearances from electric lines		
Swing radius 360° protected		
Correct signaling		
Excavation & Shoring		
Inspected daily by competent person		
Sloped, shored, trench box if 5' or deeper		
Traffic control		
Spoil bank and equip away 2'		
Ladders if 4' or deeper		
Water pumped		
Competent person on site		
Material Handling & Storage		
Materials properly stacked		
4 to 1 base to height stack		
Away from edge/walkways		
Proper lifting procedures		



FLEET PROGRAM (Version 6.17.16)

Overview

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following.

Principal: Christopher Osinski

Principal / Fleet Administrator: Joseph Zinchuk

Vehicle Fleet Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

Company vehicles may not be used for business activities of other companies. Company vehicles are to be used only for Integral Construction, Inc. activities.

Driver Licensing

Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of company.
2. Must be at least 18 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol- or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in two or more caused by your actions.



Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Use of Vehicles

Company vehicles are provided for business purposes; however, incidental personal use is permitted. ***Personal use is a privilege extended only to the authorized employee.*** The privilege of personal use may be withdrawn at any time without notice by the company.

The following rules apply to personal use of company vehicles:

1. Only authorized employee may drive.
2. The company vehicle may only be used for incidental trips within 15 miles of your home.
3. Personal trailers, including boat and recreational vehicles, are not to be pulled.
4. Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
5. *Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.*
6. Driver and all passengers must wear available personal restraints.
7. Report any accident immediately to police and your manager.
8. All traffic laws must be obeyed at all times.

Any exceptions to these rules requires advance, written approval by approved company manager or officer. Violation of these rules will result in disciplinary action from removal of driving privileges up to and including discharge.

Maintenance

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. This service should be done at one of the following: Rogers GMC, or a place of convenience to the employee. The invoice for preventive service should be submitted with your expense account.

Vehicle repairs or service in excess of \$75 must have prior approval by the Fleet Administrator.

Personal Cars Used on Company Business

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on company business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of \$100,000/300,000. The company does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference. Employees using personal vehicles for company business must submit proof of insurance to the Fleet Administrator.



Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the Fleet Administrator within 24 hours. This requirement applies to violations involving the use of any company vehicle. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic *violations incurred during non-business hours* will affect your driver license and are subject to review.

Accidents Involving Company Vehicles

In the event of an accident:

1. Do not admit negligence or liability.
2. Do not attempt settlement, regardless of how minor.
3. Get name, address and phone number of injured person and witnesses, if possible.
4. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
5. Take a photograph of the scene of accident, if possible.
6. Call the police if injury to others is involved. You may want to call police even if there are no injuries.
7. Complete the accident report in your vehicle. (See Section 4)
8. Turn all information over to your Supervisor or the Fleet Manager with in 24 hours.

Thefts

In the event of theft of the company vehicle or property, notify local police immediately and contact the Fleet Administrator immediately.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, driver's responsibilities include but are not limited to the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
2. Obey all traffic laws.
3. The use of seat belts and shoulder harness is mandatory for driver and passengers.
4. Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
5. Attention to and practice of safe driving techniques and adherence to current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. Reporting the occurrence of moving violations.
8. Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the Fleet Administrator.
9. Assigned driver may not allow any unauthorized drivers to operate the company vehicle.
10. Assigned driver shall not allow any individuals to ride in the back of the pick-up truck at any time.

Failure to comply with any of these responsibilities will result in disciplinary action.



Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

1. Classification of preventable accidents

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

2. Fines for preventable accidents

In order to remind drivers of their responsibility to drive defensively, a fee will be charged to the driver for each preventable accident as defined above. This fee, which applies to each accident, will be capped at the lesser of the actual damages or \$500. This is a mandatory fine, and will be assessed through payroll deduction. Any exceptions to this policy will require the approval of Fleet Administrator.

Fleet Program Acceptance

Version 6.17.16

I have read and will abide by the conditions as stated in this document regarding the Fleet Safety Program.

Name (printed) _____

Signature _____ Today's date _____

Witness _____ Today's date _____



SUBSTANCE ABUSE POLICY (Version 6.17.16)

The purposes of this Policy are as follows:

- To establish and maintain a safe, healthy, alcohol and drug-free working environment for all employees, clients, and the general public
- To reduce the incidence of accidental injury to people or damage to property resulting from alcohol or drug abuse
- To provide assistance toward rehabilitation for any employee who seeks help in overcoming addiction to, dependence on, or problems with alcohol or drugs
- To initiate and maintain an alcohol and drug-free workplace and to comply with Federal regulations governing substance abuse

Violation of this Policy will result in disciplinary action up to and including termination.

Policy Statement

It is the policy of Integral Construction, Inc. to maintain a workplace that is free from the effects of alcohol and drug abuse. Alcohol and drug abuse are harmful to an employee's health and interferes with the employee's productivity and alertness. Employees under the influence of alcohol or drugs are a danger to themselves and to their fellow workers.

Employees are prohibited from the use, sale, dispensing, distributing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on company or client premises. In addition, employees are prohibited from the off-premise use, possession, or sale of illegal drugs when such activities adversely affect job performance, job safety, or Company's reputation in the community.

Anyone who must use prescribed drugs or narcotics which may impair alertness during work hours should report this fact to their supervisor/ foreman *before* working, along with acceptable medical documentation to substantiate that a physician has prescribed the substance. Management will make a determination as to whether the employee is capable of performing his or her normal duties safely and properly.

Condition of Employment

Employees bear the primary responsibility for their own job performance and for taking any action or undergoing treatment necessary to maintain performance at a satisfactory level.

All employees who are subject to chemical screening will be required to sign a Statement of Understanding acknowledging their agreement to abide by the terms and conditions of this policy. Reasons for testing include:

1. Accidents/ Incidents in the Workplace:
Any employee involved in an incident which results in injury to a person or property to which an employee contributed as a direct or indirect cause, may be subject to a chemical screening. Failure to submit to chemical screening will result in immediate termination.



2. Reasonable Cause:

Any employee displaying behavior defined as excessive tardiness, excessive absenteeism, or erratic behavior such as noticeable imbalance, incoherence, disorientation, or projecting a noticeable odor of alcohol or drugs may be subject to a chemical screening. Failure to submit to chemical screening will result in immediate termination.

Prescription Drugs

Any employee using a prescription drug which may impair mental or motor functions shall inform the Company of such drug use. For the safety of all employees, Integral Construction, Inc. may (1) place the employee on temporary medical leave until released as fit for duty by the prescribing physician or (2) temporarily reassign the employee to duties commensurable with the employee's ability to perform. Integral Construction, Inc. reserves the right to have its physician determine if a prescription drug produces hazardous effects or to restrict the quantity the employee is allowed to bring to the workplace.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee.

Collection and Testing Procedures

Employees subject to alcohol or drug testing shall be driven or sent to a company designated medical facility and directed to provide breath and/or urine specimens.

Drug testing shall be Enzyme Multiplied Immunoassay Technique (EMIT), performed according to the National Institute of Drug Abuse (NIDA) standards by a NIDA-certified laboratory. The Chain of Custody shall be arranged through the participating clinic. The levels of acceptance (rejection) for drugs shall be as follows:

Substance	Screening Threshold	Confirmation Threshold
Amphetamines	1000 ng/ml	500 ng/ml
Barbituates	300 ng/ml	300 ng/ml
Benzodiazepines	300 ng/ml	300 ng/ml
Cocaine Metabolites	300 ng/ml	150 ng/ml
Opiates Phencyclidine (PCP) Marijuana	300 ng/ml	300 ng/ml
Metabolite Methadone	25 ng/ml	25 ng/ml
Metabolite Methadone	20 ng/ml	15 ng/ml
Methaqualone	300 ng/ml	300 ng/ml
Propoxyphene	300 ng/ml	300 ng/ml



An employee can, at his or her own expense, arrange to have a sample found to be positive retested, provided that (1) the split sample is taken from the original sample provided by the employee, (2) the Chain of Custody is not broken, and (3) the retesting laboratory is NIDA-certified. If the second laboratory finds no evidence of drug use in the split specimen, the company will consider the drug test result as having been negative. In this case, the employee will be reimbursed for the cost of the second test and any wages that may apply.

No employee or agent of Integral Construction, Inc. or its subcontractors shall work on Company property/projects if the individual has a blood alcohol level of 0.01 percent or more. Breath specimens shall be tested by trained technicians, using federally approved breath testing devices capable of producing printed results that identify the employee. If the employee's breath alcohol concentration is 0.01 percent or more, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative.

Employee Assistance Program

Any employee who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance.

Assistance may be sought by writing in confidence to, or asking for a personal appointment with the Risk Manager. Each request for assistance will be treated as confidential.

No disciplinary action will be issued against any employee who comes forward to Integral Construction, Inc. with his or her problem prior to the company learning of the violation of the Policy. Integral Construction, Inc., at its sole discretion, may grant an employee rehabilitation leave in accordance with the provisions of the Policy.

Rehabilitation itself is the responsibility of the employee. Employees on rehabilitation leave will be subject to the sick leave and the personal leave-of-absences of the company. If rehabilitation leave is granted, an employee must provide certification that the employee was continuously enrolled in a treatment program approved by the company, actively participated in that program and was properly discharged there from.

Participation in any recommended follow-up treatment and/or counseling is the responsibility of the employee. Any employee suffering from an alcohol or drug problem who rejects treatment or who leaves a treatment program prior to being properly discharged there from will be dismissed from employment with the company. No employee will be eligible for this employee-assistance program more than one time. Employees that undergo voluntary counseling or treatment and continue to work must meet all established standards of conduct and job performance.

All eligible employees returning to active employment from rehabilitation will be required to sign a "Return to Work Agreement" providing:

1. For unannounced testing for a period of one year to ensure that the employee has freed himself/herself from the alcohol or drug problem;
2. That failure of such a test during this period or employee's refusal to submit to such testing shall be grounds for immediate dismissal;
3. That the employee must maintain an acceptable attendance and performance record and comply with all other policies upon his/her return to work;
4. That the employee will participate in the follow-up treatment and/or counseling recommended by the treatment program.



Convictions of Criminal Drug Statutes

Any employee convicted of violation of a criminal drug statute occurring in the workplace must notify Integral Construction, Inc. no later than five (5) calendar days after such a conviction. Any employee failing to notify the company of such a conviction will be subject to dismissal from employment with Integral Construction, Inc.

Integral Construction, Inc. reserves the right to discipline or terminate employees convicted of an offense which involves the use, sale, or possession of illegal drugs in the workplace.

Employee and Supervisory Education

The Human Resources Department will be available to assist with employee and supervisory education and training regarding the dangers of drug and alcohol use in the workplace. Materials on drug and alcohol use will be made available to both employees and supervision.

ACKNOWLEDGEMENT OF RECEIPT

I, _____, have been given a copy of Integral Construction, Inc.'s **Substance Abuse Policy**, effective June 16th, 2016. I have been told to read it and urged to contact my supervisor if I have any questions.

Among other things, I understand that:

- My compliance with the policy is a condition of continued employment;
- I am subject to mandatory drug and alcohol testing under the policy;
- I will be disciplined, up to termination, if I test positive or violate the policy, refuse to cooperate in required testing, or if I possess, buy, sell, manufacture, or dispense alcohol or illegal drugs on company premises;
- I must report any crimes involving drugs that occur on the company's premises with respect to which I am convicted, plead guilty, or am sentenced; and
- The company will not discipline me if I voluntarily seek help for a drug or alcohol problem before I become subject to discipline or discharge under this or other Company policies.

I agree to abide by the terms of the policy.

Name (printed) _____

Signature _____ Today's date _____

Witness _____ Today's date _____

ACKNOWLEDGEMENT OF RECEIPT

I, _____, have been given orientation by Integral Construction, Inc. covering the following:

- Safety Policies and Procedures
- Weekly training procedures
- Location of MSDS, First Aid Kit, Emergency Numbers, Fire Extinguishers
- Emergency & First Aid Procedures
- Accident & Incident Reporting
- Drug Policy
- Safety Hotline
- Personal Protective Equipment
- Safe Lifting
- Housekeeping
- Fall Protection
- Electrical Safety
- Job Site Specific Hazard – i.e. power lines, historic buildings, pedestrian traffic, smoking rules

I have been urged to contact my supervisor if I have any questions or concerns.

Name (printed) _____

Signature _____ Today's date _____

Witness _____ Today's date _____



INCIDENT / ACCIDENT REPORT FORM

Date: _____ Prepared By: _____
Project #: _____ Telephone Number: _____
Date of: _____ Approximate Time: _____ a.m./p.

Specific Location of Incident: Address:

City: _____

Location Detail: _____

People/Person/Employee(s)/Equipment/Vehicle Involved In the Incident:

Type of Incident:

This report is to be completed and forwarded to the main office (by fax 844-317-7402 or hand delivered) with any supporting documents (pictures, police reports, etc.) within 24 hours of incident/accident.

All incidents/accidents involving any physical injury, property damage, vehicle, or equipment damage, theft, fire, police involvement, or any other extraordinary or near miss incident must be reported with a completed form.



INCIDENT / ACCIDENT REPORT FORM

Was incident reported to police department? _____ Yes _____

No If yes, who

_____ reported the incident?

Police report number(s): _____

Attach police report to this report

Was incident reported to fire department? _____ Yes _____

No If yes, who reported the

_____ incident?

Fire report number(s): _____

Attach fire report to this report

If hospitalization or medical treatment was required, please describe:

Identify (name, address, telephone number) any witnesses to the incident:



INCIDENT / ACCIDENT REPORT FORM

Describe in precise detail exactly what happened:

Describe in detail the nature of any physical injury or damage (including approximate dollar value) to property or equipment. Attach additional pages, if necessary:



INCIDENT / ACCIDENT REPORT FORM

STATEMENT OF WITNESS

Date:

Time:

The purpose of this interview is to attempt to determine the facts and circumstances surrounding an accident which occurred at or about _____ on the ____ of 20____.

I proceed to state as follows: (In witnesses' handwriting)

I have read the foregoing statement consisting of _____ pages which I have initialed and signed, and I state that it is true and correct to the best of my knowledge.

Printed

Name:

Signature:

Address: _____

Telephone:

Witnessed by:

Printed

Name:

Signature:

Telephone:



Safety Violation Notification Form

Integral Construction, Inc. Employee: _____ or

Subcontractor: _____ or

Subcontractor Employee: _____

Date _____

Location _____

Safety Violation – Circle appropriate number(s):

- | | |
|----------------------------------|-------------------------|
| 1. Housekeeping/Sanitation | 8. Fall Protection |
| 2. Personal Protective Equipment | 9. Excavation/Trenching |
| 3. Ladders/Scaffolding | 10. Electrical |
| 4. Portable Power & Hand Tools | 11. Fire Protection |
| 5. Powder-Actuated Tools | 12. Concrete/Mooring |
| 6. Welding & Cutting | 13. Other |
| 7. Materials Handling & Storage | |

Safety Violation Description/Explanation (use separate paper if required)

Issued by: _____

Signature _____ Date _____

Response: _____

Response by: _____ Date _____



TOOL BOX TALK

Date: _____

Project Name: _____ **Given by:** _____

Subject:

Meeting Attended By:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor's Signature:



Ground Penetration / Underground Utilities

Date:
Contractor:
Competent Person:
Location of Work:
Description of Work:

Known Utilities

Dig ticket expiration date:
Verify Dig ticket is for working area:
Are locates cross checked with drawings / BIM: YES NO
Do marks appear to have been moved YES NO
Disturbed YES NO
Removed YES NO

Types of Utilities:
Means of Disturbing soil:
Excavator: _____
Backhoe: _____
Auger: _____

Methods of locating known utilities Vacuum: _
Ground Penetrating Radar: _____
Hand Excavation: _____
Other: _____

Equipment Inspected & in good condition YES NO
Will bracing of underground utilities be required YES NO

Other Hazards:
Other Sub equipment YES NO
Overhead power lines YES NO

Employer: _____

Operator Signature: _____

ICI Superintendent Signature: _____

Crew Signature: _____

Crew Signature: _____

Crew Signature: _____

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, KRISTIN A. THIRION, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2020-R-090, “**A RESOLUTION APPROVING A CONTRACT BETWEEN THE VILLAGE OF TINLEY PARK AND INTEGRAL CONSTRUCTION, INC. FOR FREEDOM POND LANDSCAPE ENHANCEMENTS-PHASE 2,**” which was adopted by the President and Board of Trustees of the Village of Tinley Park on September 15, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this 15th day of September, 2020.



KRISTIN A. THIRION, VILLAGE CLERK