

CONTRACTOR'S QUESTIONNAIRE AND REFERENCE FORMS

Company Information:

Company: C&K Industrial Services, Inc.

Street Address: 5617 E. Schaaf Rd

City: Independence State: Ohio Zip: 44131

Daytime Phone: 216-642-0055 Night Phone: 216-642-0055

Emergency Phone: 216-538-8645 Emergency Contact Name Paul Harrison

Mobile: 216-538-8645 Email: paulh@ckindustrial.com

Federal tax ID# 34-1313359

Contact Person(s): Paul Harrison, Kevin Leidich, Chris Hooley

Years in Business: 40 Number of Full-time Personnel: 230

Experience within the past 5-years (Initial those that apply):

Hydro Vac Sediment Removal, Haul off/Disposal	Hydro Jetting Service	Hydro Vac/Jet Sediment Removal, Haul off/Disposal
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Number of company employees to be dedicated to this contract:	10
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Equipment List:

Please list the equipment you own that will be utilized to complete the services:

Make	Model	Size
2019 Kenworth	Recycler 315	
2019 Kenworth	Recycler 315	
2012 Vac-all	Vacuum Truck	12 Ton
2006 Sterling LT9511	Combo Truck	
2006 Sterling 9500	Camel Combo Truck	

Previous related project experience:

1) Job Name: Ford Brookpark UG Sewer Cleaning

Owner/Client: Rudolph Libbe / Ford Motor Company

Project Cost: \$1,300,000

Size of Project (in Sq. Feet): TBD

Start Date Sept 2019 End Date current

Contact: Nick Smith Phone Number: 419-241-5000

Project/work description: Pipe inspections, cleaning, waste removal for the underground lines at the Ford Brookpark Plant.

2) Job Name: Cuyahoga County Sewer & Stormwater Piping

Owner/Client: Cuyahoga County Sanitary Engineers

Project Cost: \$2,100,000

Size of Project (in Sq. Feet): TBD

Start Date June 2019 End Date Current

Contact: Bryan Hitch Phone Number: 216-443-8211

Project/work description: Clean and inspect sanitary and stormwater piping for Cuyahoga County

3) Job Name: 2016 Sewer Inspections and Cleaning City of Lyndhurst

Owner/Client: City of Lyndhurst

Project Cost: \$77,000

Size of Project (in Sq. Feet):

Start Date Dec 2016 End Date May 2017

Contact: Peter Gustafson Phone Number: 440-439-1999

Project/work description: CCTV, Sewer Cleaning, Root and Deposit Removal
for the City of Lyndhurst

4) Job Name: 2019 Sewer Cleaning & Inspection Project Contract B

Owner/Client: Burgess & Niple / City of Akron

Project Cost: \$1,500,000

Size of Project (in Sq. Feet): TBD

Start Date June 2019 End Date current

Contact: Mary Ann Driscoll Phone Number: 330-376-5778

Project/work description: CCTV, Clean Combined Sewer piping 6"-144"
diameters for the City of Akron

5) Job Name: Ford WHSP Sewer Jetting and Video

Owner/Client: Rudolph Libbe / Ford Motor Company

Project Cost: \$500,000

Size of Project (in Sq. Feet): _____

Start Date Jan 2019 End Date October 2019

Contact: Craig Reigle Phone Number: 419-241-5000

Project/work description: Sewer jetting and video for Ford Walton Hills Plant,
including waste removal and disposal.

INVITATION AND BID SHEET

NORTHEAST OHIO REGIONAL SEWER DISTRICT

3900 Euclid Avenue
Cleveland, OH 44115-2504
(216) 881-6600 • FAX: (216) 881-2330

<u>TITLE OF BID:</u>	<u>Resolution</u>	<u>ADOPTED</u>	<u>BID FILE NO.</u>
Hydrovac & Jetting Service	63-20	March 5, 2020	RFQ-23454
X REQUIREMENT PURCHASE			www.neorsd.org/neorsd_bids.php
BID OPENING			ADVERTISEMENT DATES
Tuesday, March 24, 2020 at 2:00 PM Official Local Time			Tuesdays, March 10th and 17, 2020 - PD
2.1 HYDROVACUUM AND JETTING	Days	DAILY RATE	Extended Bid Summary
Hydro Truck Service			
2.1.1 Hydrovac Sediment Removal, Haul Off/Disposal	60	\$ 1,648.00	\$ 98,880.00
2.1.2 Hydro Jetting Service	10	\$ 1,483.00	\$ 14,830.00
2.1.3 Hydrovac/Jet Sediment Removal, Haul Off/Disposal	10	\$ 2,003.00	\$ 20,030.00
2.2 CONTIGENCY ITEMS		% INCREASE	
2.2.1 Urgent Response			
2.2.1.1 Complete Removal and Disposal		% 10	
2.2.2 Difficult and/or Remote Field Conditions			
2.2.2.1 Complete Removal and Disposal		% 15	

Complete all yellow highlighted fields above and the information below

Total Bid Price	\$ 133,740.00
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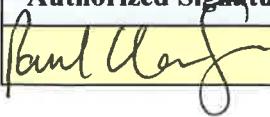
10% General Allowance	\$ 13,374.00
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Grand Total Bid Submitted	\$ 147,114.00
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Payment Discount
%
Days

If payment box is left blank, an automatic 2% - 30 days, per Section IB-10-C applies

Note: Bidders must include with their bids the required information described in the checklist and Sections SGC-4, SGC-5, SGC-6 and SGC-21 along with the attending the mandatory Pre-Bid meeting described in SGC-14. Some of these documents are required only by the two apparent low bidders by email to perrid@neorsd.org within 72 hours after the bid opening, excluding weekends and District holidays, as noted in the SGC Sections (parts of 4), 5, 6 and 21.

Name of Company	Street Address	City	State	Zip
C&K INDUSTRIAL	5617 SCHAAF RD	CLEVELAND	OHIO	44131
Authorized Signature	Email Adress	Date	Phone Number	
	paulh@ckindustrial.com	3/23/2020	216 642-0055	

Customer: Neorsd	Location:	Various
Description: Catch Basin cleaning	Equipment:	Various

8 hour shift

C&K Industrial Services, Inc.

Drug/Alcohol Policy: Revised 9/10/2017

SCOPE:

All C&K Industrial Services, Inc. (C&K) employees are covered by this policy.

DEFINITIONS:

1. **“UNDER THE INFLUENCE”** means that the employee has alcohol and/or drugs in his/her system and has tested positive for alcohol and/or drugs. The employee can also be determined to be “under the influence” when affected by such alcohol and/or drug in any detectable manner, including but not limited to impaired performance of the job duties and responsibilities and/or safety concerns. This determination can be established by a professional opinion, a scientifically valid test and/or in some cases by a layperson’s opinion.
2. **“LEGAL DRUG”** includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. This term also includes alcohol as defined in this policy.
3. **“ILLEGAL DRUG”** means any drug or substance (A) which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law or (B) which is legally obtainable but has not been legally obtained. The term “illegal drug” broadly refers to all forms of narcotics, depressants, stimulants, hallucinogens, cocaine, crack, amphetamines, or other drugs or preparation which alter a person’s physical or emotional state, including marijuana. This term also includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.
4. **“DRUG/DRUGS”** or **“SUBSTANCE/SUBSTANCES”** refers to the definition of “illegal drugs” that are stipulated in this policy. This term also includes any chemical or biological substance that has known mind or motor functioning-altering effects on the human being.
5. **“SUBSTANCE ABUSE”** is the unauthorized use of any drugs and/or alcohol or use in such quantity for frequency as to impair a person’s mental or physical capacity.
6. **“COMPANY PREMISES”** is defined in the broadest sense and includes all land property, buildings, structures, installations, boats, planes, cars, trucks, and all other means of conveyance owned by or leased to this company or otherwise being utilized for company affairs.

7. **“CONTROLLED SUBSTANCE”** is any substance which can only be legally obtained by prescription from a licensed medical practitioner.
8. **“ALCOHOL”** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol’s including methyl and isopropyl alcohol.
9. **“PHYSICAL EXAMINATION”** means a comprehensive medical examination conducted under the supervision of a doctor (physician).
10. **“EMPLOYEE”** means any employee of C&K Industrial Services.
11. **“URINE TEST”** means the collection of urine samples and their submission to a laboratory for analysis for drugs or alcohol. A positive result from a urine test means that drugs and/or alcohol were present in the urine; a negative means they were not present.
12. **“ALCOHOLISM”** is defined as a disease in which a person’s consumption of any alcoholic beverage definitely and repeatedly interferes with that person’s health and/or performance.
13. **“DRUG DEPENDENCY”** is defined as a health problem in which a person’s use of any drug definitely and repeatedly interferes with that person’s health and/or job performance.
14. **“POSITIVE CUT-OFF LEVELS”** are utilized also to designate when an employee is “under the influence”. These positive cut-off levels are designated by:
 - A. Illegal drugs and/or illegal use of prescription drugs positive cut-off levels are determined by Federal “Substance Abuse and Mental Health Services Administration” (formerly NIA) standards.
 - B. Alcohol positive cut-off level is .02 or greater.
15. **“MEDICAL REVIEW OFFICER (MRO)”** is a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program. The MRO shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate an individual’s confirmed positive test result, together with his/her medical history and any other relevant biomedical information.

PURPOSE:

C&K Industrial Services, Inc. is thoroughly committed to a healthy and safe work environment for all its employees. In pursuit of this commitment, employees who foster unsafe or unhealthy work environments will not jeopardize C&K Industrial Services, Inc. for themselves and fellow workers by the abuse of alcohol and/or drugs. Additionally, C&K Industrial Services, Inc. realizes the abuse of alcohol and/or drugs can be detrimental to the company and customers. A drug and alcohol free work environment will be maintained to ensure that C&K Industrial Services, Inc. reputation and services are maintained at the highest level.

Federal Regulations 49 CFR Part 40 (§382) present the general terms of this program and its guidelines in accordance with the Drug Free Workplace Act.

Therefore, C&K Industrial Services, Inc. will not permit the use, sale, purchase, possession, transfer or being under the influence of alcohol or illegal drugs on the premises or customer sites during work time. Moreover, C&K Industrial Services, Inc. will not jeopardize its commitment by permitting the abuse of prescribed legal drugs. Anyone in violation of these rules is subject to disciplinary action up to and including immediate termination.

C&K Industrial Services, Inc. will also cooperate with law enforcement authorities in any criminal investigation and prosecution.

It is the hope and desire of C&K Industrial Services, Inc. that all employees within this company will take an active role in reducing and eliminating the threat posed by the presence and use of drugs/alcohol. C&K Industrial Services, Inc. recognizes that drug and/or alcohol dependencies may result in behavioral/medical problems, which can be treated. Therefore, C&K Industrial Services, Inc. requests that any and all employees who have a personal problem with drug and/or alcohol dependence seek assistance with the guidance of a Substance Abuse Professional or the company's Employee Assistance Program (EAP) available through the company health plan.

Additionally, if any employee has knowledge of an employee(s) with drug and/or alcohol dependence problem(s) C&K Industrial Services, Inc. requests that the employee support this program by encouraging the troubled employee to participate in the company's Employee Assistance Program (EAP) or to seek assistance through a private Substance Abuse Professional.

Employees must recognize that seeking assistance ahead of time for drug/alcohol abuse problems will not put their jobs in jeopardy. But, continued substandard work performance, inadequate attendance, frequent tardiness, behavioral problems, other work performance concerns and safety violations will jeopardize the employee's job. The decision to incorporate drug testing as part of this company's Drug-Free Workplace Program was made after careful consideration of many concerns. Drug and/or alcohol

addiction are diseases, which cause the abuser to deny the existence of the problem. Testing is a way to break through that denial in order to get an employee help before the problem progresses further.

NOTICE OF OSHA VIOLATIONS REPORT

(Per Section SGC-4 (4))

POLICY SUMMARY:

1. C&K Industrial Services, Inc. (C&K) requires all employees to report for work and remain in condition to perform their duties free from any drug/alcohol abuse effects. Employees shall not be under the influence of any alcohol or any drug, legal or illegal, which adversely affects their ability to perform their duties in any way. There are two drug and alcohol programs at C&K Industrial Services; first is the DOT testing program and the second is the Post-Injury testing program. All C&K Industrial Services, Inc. employees are subject to the following substance abuse tests under the DOT testing program:
 - A. Pre-employment
 - B. Periodic
 - C. Post Vehicle Accident/Property Damage/Environmental Incident
 - D. Random
 - E. Reasonable Suspicion
 - F. Customer Required

All C&K Industrial Services, Inc. employees are subject to substance abuse tests under the Post Injury testing program when the following occurs:

- A. When injured employee is determined by a trained C&K manager that reason suspicion testing is warranted.
 - B. When the injured employee violated a safety policy that contributed to the injury occurring.
2. The possession, sale, purchase, trade, transfer, “under the influence” or use of alcohol and/or illegal drugs while on the company premises and/or customer sites, while operating any company owned/rented/leased vehicle and/or on company time, including meal periods and breaks, is strictly forbidden. This will constitute grounds for disciplinary action up to and including immediate termination.
3. Illegal substances will be turned over to the appropriate law enforcement authorities.
4. It is the responsibility of the employee to notify management when he/she is under the influence of a legally prescribed drug that may affect said employee’s ability to perform his/her work duties. An employee may continue to work, even though under the influence of a legal drug, if management has determined by appropriate method, including when necessary, contacting the prescribing physician or pharmacist, that the employee does not pose a threat

to his/her safety or the safety of others and that the employee's job performance is not adversely affected. However, an employee under the influence of a legally prescribed drug may be required to take a leave of absence or comply with other appropriate action determined by management. Any employee not notifying their immediate supervisor of any prescription drug they are taking, and C&K discovers this during a drug test, the employee will be subject to discipline up to and including termination of employment.

5. Being at work under the influence of alcohol and/or drugs is strictly forbidden and grounds for disciplinary action up to and including discharge. If an employee's behavior, performance or appearance is observed as unacceptable, and has been documented, then C&K Industrial Services, Inc. has the right to question if the employee is capable of performing his or her job. C&K Industrial Services, Inc. also has to be concerned for the safety of co-workers, customers, members of the public, and the safe operation of the company. Additionally, if C&K Industrial Services, Inc. has reasonable suspicion* and documentation to believe an employee is in violation of this policy, the employee may be required to submit to blood, urine, breath and/or other testing for the presence of alcohol and/or drugs.

* **Reasonable suspicion is based upon objective observations by C&K managers who have been trained in recognizing in reasonable suspicion.**

6. The abuse of legal or prescription drugs that adversely affects an employee's ability to perform his/her duties in any way will result in the immediate removal of such employee from company premises and/or customer sites. This employee will be subject to discipline up to and including termination of employment.
7. When a supervisor has reasonable suspicion that an employee is in violation of this policy, immediate action shall be taken. The following procedure shall be used by the supervisor:
 - If an employee is suspected of using or being under the influence of alcohol, a legal or illegal drug or otherwise unable to perform his/her job in a safe or satisfactory manner, the supervisor is to have the employee taken to a medical facility for evaluation by utilizing a Drug/Alcohol screening, which is to include obtaining a blood, urine, Breath, saliva and/or other sample.
 - If the employee is unwilling to report to a medical facility for evaluation and screening, the supervisor should require the employee to report to an office area or, if not available, to a safe, non-work area.

- If the supervisor has a reasonable doubt about the employee's ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on suspension pending the results of testing or administrative determination.
- If an employee is to go to a medical facility for evaluation or screening or to go home, the supervisor is to arrange for the employee's safe transport.

Appropriate documentation will be utilized in all situations described above.

8. Post-Injury/Accident Testing

For purposes of this policy, an accident is considered an unplanned, unexpected or unintended event that occurs on Company property, during the conduct of the Company's business, or during working hours, or which involves Company employees, Company-supplied motor vehicles or motor vehicles that are used in conducting Company business, or is within the scope of employment.

- A. *Post-injury*** - Any employee sustaining a work-related injury whose behavior, performance or appearance is observed as unacceptable by a trained C&K Manager, will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs.
In addition if a contributing factor in the employee's injury was the violation of a C&K safety policy or procedure the employee will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs.
- B. *Non-injured employees*** - Any C&K employee who was a contributing factor in the injury of another employee, customer, or contractor will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs.
- C. *Vehicle Accident*** - Any employee involved in a vehicle accident will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs under the following circumstances:
 - (i) A fatality of anyone involved in the accident.
 - (ii) Bodily injury to the employee and/or another person that requires off-site medical attention away from the Company's place of employment.
 - (iii) Vehicular damage requiring vehicles to be towed from the accident scene.

(iv) Any vehicle or property damage that is deemed the fault of the employee.

D. Environmental/Property Damage Incident

Any Environmental Incident (spills, inappropriate material handling, etc.) or Property Damage caused by a C&K employee, the employee will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs.

When such an accident results in one of the situations above, any employee who may have been involved and/or contributed to the accident will be tested for drugs and alcohol.

9. Random Testing

Random testing is designed to deter drug and alcohol misuse in violation of our Substance Free Workplace Policy. To ensure that C&K Industrial Services, Inc. maintains confidence in its personnel's abilities to perform their duties in a safe and healthful manner, random testing will include all personnel covered under the scope of this policy and is conducted on an unannounced basis.

C&K Industrial Services, Inc. utilizes a truly random selection process in which all personnel in the testing pool have an equal statistical likelihood of being selected for testing. Each time a draw is conducted, all personnel are again included in the pool with an equal chance of selection, regardless of whether a person was previously selected.

C&K Industrial Services, Inc. will notify each person who was selected with the date, time and location that the random testing will be performed, which may provide little or no advance notice. It shall be the responsibility of the individual to provide a urine specimen for drug testing and submit to breath alcohol testing. Failure to consent and or comply with the request for a specimen will be considered a violation of this policy and will result in discharge. If an office send and employee for random testing within 24 hours of notification, the C&K Safety Director must be notified as to why the employee can not go, and when they will be send for a random test. Even if the testing is delayed, the employee can not be notified until just before going to be tested.

Random Drug Selection Testing is done by the following criteria:

C&K Drivers: 50% of all drivers will be tested annually

Random Alcohol Selection Testing is done by the following criteria:

C&K Drivers: 25% of all drivers will be tested annually

10. All testing under this policy shall be conducted at this company's expense by laboratories C&K Industrial Services, Inc. selects. This designated testing laboratory must have Federal certification. All positive drug and alcohol tests shall be confirmed by a second test.
11. All laboratory positive drug tests and alcohol tests will be reviewed by a Medical Review Officer prior to being reported to the company as a positive test. All information reviewed by the Medical Review Officer will be treated as confidential information.
12. Any employee's sample submitted for drug/alcohol testing purposes that has been determined, by company designated qualified testing lab, to be an adulterated submitted sample will result in that said employee being disciplined up to and including termination.
13. Any employee's sample submitted for drug/alcohol testing purposes that has been determined, by company designated qualified testing lab, to be a diluted submitted sample will result in that said employee being requested to submit another sample immediately to the collection facility and that this said sample will be provided under observation. Additionally, the next request for drug/alcohol testing from said employee under this company's drug/alcohol testing program will also be provided under observation. If a second diluted sample is given, the test will be determined to be negative but with C&K reserving the right have the employee submit to blood, breath, saliva and/or other testing.
14. Any company employee who is required to submit a sample for drug/alcohol testing to the designated collection facility will be required to show proof of identity which must include a picture I.D. to the personnel at the designated collection facility before providing the sample.
15. All C&K drug testing will only use DOT drug testing approved laboratories certified by HHS under the National Laboratory Certification Program (NLCP) for all testing required under this part. "DOT Urine Specimen Collection Procedures Guidelines" must be followed when collecting samples for testing, and Federal Drug Testing Custody and Control Form (CCF) must be used.

PROCEDURE:

1. Any employee under the influence of or involved in the possession, sale, purchase, trade, transfer or use of alcohol and/or illegal drugs on C&K Industrial Services, Inc. premises or on C&K Industrial Services, Inc. time will be subject to disciplinary action up to and including discharge.
2. Any employee who C&K Industrial Services, Inc. has reasonable suspicion and documentation to believe is in violation of this company's policy on alcohol and/or drugs may be suspended and required to submit to blood, urine, breath and/or other testing for drugs and/or alcohol.
 - * **Reasonable suspicion is based upon objective observations by C&K managers who have been trained in recognizing in reasonable suspicion.**
3. An employee involved in a non-vehicle accident that results in an injury and whose behavior, performance or appearance is observed as unacceptable by a trained C&K Manager, will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs.
In addition if a contributing factor in the employee's injury was the violation of a C&K safety policy or procedure the employee will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs.
Any C&K employee who was a contributing factor in the injury of another employee, customer, or contractor will be subject to submit to blood, urine, breath, saliva and/or other testing for the presence of alcohol and/or drugs.
4. A supervisor or other member of management must accompany the individual being tested to the testing facility.
5. The supervisor is to explain to the employee that non-compliance with the supervisor's requests to submit to medical screening, to disclose and explain the nature of any suspected substance, to leave the work area or company facility, to interfere with the sample collection process, to alter the sample in any fashion or any other reasonable request will be viewed as insubordination and subject to discipline, including termination for the first time refusal/violation of any subsequent refusal/violation. The supervisor should exercise caution in committing to any specific disciplinary action until all circumstances have been reviewed by management.
6. Every employee understands that C&K Industrial Services, Inc. is not responsible for the conduct and/or procedures utilized by the medical facility collecting the urine, blood, breath, saliva and/or other sample.

7. All drug and/or alcohol positive tests shall be confirmed by a second test. All positive drug/alcohol tests will result in immediate termination of employment. Employees failing a drug/alcohol test will be encouraged to seek professional assistance however such assistance will not affect the termination of employment.
8. The collection site will be responsible to maintain the chain of custody to the testing.
9. Any employee who is on leave of absence for alcohol and/or substance abuse will be considered for reinstatement only after fulfilling the requirements of this company policy.
10. All job applicants are required to submit to a blood, urine, saliva and/or other testing for illegal drugs. The candidate's written consent to undergo the test and authorization of the release of test results will be included in the screening process. Positive results shall constitute grounds for denying employment.

APPLICANT SUBSTANCE TESTING:

1. All job applicants will be required to submit to blood, urine, saliva and/or other testing for the presence of illegal drugs.
2. Applicants will be requested to sign a consent release form authorizing the medical facility to perform the drug screening test and submit the results to C&K Industrial Services, Inc..
3. All applicants will be required to notify C&K Industrial Services, Inc. about the use of any mood altering legal drug, which has been prescribed by a physician and, upon request of proof, to the satisfaction of C&K Industrial Services, Inc., that the consumption of the legal drug is consistent with the physician's directions where future or continued use of the legal drug does not pose a potential safety risk and/or does not impair job performance. If the applicant is unable to provide such proof, employment may be denied.
4. When the presence of an illegal drug is detected in the job applicant, employment will be denied.
5. The job applicant who tests positive for illegal drug(s) will not be permitted to re-apply for employment at C&K Industrial Services, Inc..

EMPLOYEE ASSISTANCE FOR SUBSTANCE ABUSE RELATED PROBLEMS:

1. Any employee who has recognized that he or she has developed an addiction to or dependence on alcohol and/or drugs is encouraged to seek assistance. An employee will not be terminated for seeking assistance in correcting a drug and/or alcohol abuse problem.
 - A. An employee has the option of voluntarily participating in a treatment program. Upon entering the professional treatment program the employee will be subject to the designated probationary time period and guidelines as outlined in the "Rehabilitation Work Agreement."
 - B. If the employee fails to successfully complete the voluntary program, the employee is subject to the guidelines set forth in the policy, including disciplinary action up to and including termination.
2. A violation of this policy will not be excused or condoned because an employee has sought or is receiving assistance.
3. Employees requiring drug and/or alcohol assistance will not be eligible for an alcohol and/or drug assistance program more than one time regardless if the assistance was a result of a voluntary or company initiated treatment program.
4. All fees related to the professional treatment process and after-care that are not covered by this company's insurance and/or Employee Assistance Program (EAP) is the sole responsibility of the individual employee.

GUIDELINES FOR REHABILITATION PARTICIPATION:

1. If any employee participates in a rehabilitation program because of the abuse of drugs and/or alcohol, an employee's right to reinstatement as an active employee will be subject to the following guidelines:
 - A. All evaluation, treatment and follow-up program(s) to be utilized will be solely decided by the personnel from the designated professional treatment facility.
 - B. C&K Industrial Services, Inc. will make accommodations for an employee participating in a designated treatment program.
 - C. A designated person or supervisor will contact the designated professional treatment facility within twenty-four hours of when any employee voluntarily requests assistance. This designated person or supervisor will request immediate assessment and/or drug/alcohol treatment for the designated employees.
 - D. The employee satisfactorily completes the full term prescribed rehabilitation program through a qualified medical or treatment facility.
 - E. Upon written or telephone contact or notification by designated professional treatment facility of employee's projected completion date of the substance treatment program, a joint conference will be scheduled. This joint conference will involve the employee receiving treatment, employee's immediate supervisor and/or designated person of C&K Industrial Services, Inc. and professional treatment facility personnel. The purpose for this joint conference is:
 1. Provide synopsis of treatment received by employee.
 2. Answer any and all questions.
 3. Update employee on conditions for continued employment.
 4. Stipulate aftercare recommendations to all parties.
 - F. Any designated employee participating in a treatment program by a professional treatment facility who leaves the designated treatment program(s) and/or fails to comply with all requirements of the treatment program and aftercare program(s) will be terminated from employment with C&K Industrial Services, Inc..

- G. C&K Industrial Services, Inc. must receive written documentation that the designated employee successfully completed the treatment program stipulated by the professional treatment facility.
- H. This rehabilitation program shall not be available to those engaged in possession, use, sale, purchase, trade or transfer of alcohol and/or illegal drugs on company premises and/or customer sites.
- I. It is understood by all employees of C&K Industrial Services, Inc. that any and all documentation and/or observations made by any personnel of this company in relation to this policy, concerning an employee who is participating in a treatment program, can be released to the designated professional treatment facility without any written or oral consent by the employee receiving the treatment.
- J. Employees participating in rehabilitation shall sign a medical release granting C&K Industrial Services, Inc. progress information reports and successful completion reports on the employee's rehabilitation program(s).
- K. Upon acceptance of designated drug/alcohol treatment program, the employee will sign and abide by all specific guidelines stipulated in the "Rehabilitation Agreement." Any violation of this agreement can result in discipline up to and including termination.

REHABILITATION WORK AGREEMENT:

- I. Any employee who does not successfully complete the designated rehabilitation program clearly understands that he/she will be terminated from C&K Industrial Services, Inc..
- II. Under the guidelines of this policy any and all employees understand and agree to the following rehabilitation guidelines and conditions. These guidelines and conditions are specifically formulated for the employee who participates in and successfully completes a rehabilitation program for alcohol and/or drug abuse.
 1. I will accept supervision due to my drug and/or alcohol dependence as a constructive part of my recovery.
 2. I understand that to continue employment with C&K Industrial Services, Inc. I must meet all established standards of conduct and job performance. Additionally, I understand and agree to this company's disciplinary procedures for any failure to meet those standards up to and including termination.
 3. I understand that I will be subject to testing at the sole discretion of C&K Industrial Services, Inc. as part of my drug and/or alcohol dependency rehabilitation.
 4. I agree that I shall cooperate fully with any and all company requests to submit to such tests. I further acknowledge and understand that if I fail to cooperate fully or fail to submit to such tests when requested, such failure will be just cause for immediate termination.
 5. In the event that any of my test results (initial test and confirmation test) indicate a positive reading from both tests, which disclose that I have used illegal drugs, alcohol or prescription drugs for which I do not have a current valid prescription, I will be terminated.
 6. I understand that I will be subject to the stated rules and conditions for up to _____ months with the starting date of _____.

Employee Signature

Date

Supervisor Signature

Date

DISCIPLINE AND POTENTIAL REHIRE

When a C&K employee tests positive drug or alcohol test the following discipline and rehire criteria is enforced:

1. Refusal to Test: the discipline is immediate termination and the employee can not be rehired.
2. Breath Alcohol less than .04 but above .02: the discipline is a 24 hour suspension.
3. Breath Alcohol greater than .04: the discipline is immediate termination and the employee could be rehired after 12 months.
4. Positive drug test: the discipline is immediate termination and the employee could be rehired after 12 months.

C&K has a special rehabilitation and rehire policy where an employee may be rehired in less than the 12 month required period. The employee must meet the following criteria for rehire:

1. The former employee must request rehire from the C&K divisions General Manager.
2. C&K General Manager will review the former employees performance and previous discipline to determine their eligibility for rehire.
3. If the General Manager approves the former employees eligibility, information is forward to the C&K Safety Director and HR Director for their approval.
4. If the former employee is approved they have to wait 90 days for rehire and complete a Substance abuse evaluation from a Substance Abuse Professional at a C&K approved treatment facility. The Substance Abuse Professional will complete an evaluation of the former employee's substance abuse and any suggested substance abuse treatment program treatment program the employee must complete.
5. The C&K Safety Director will review the substance abuse evaluation and determine if the former employee can be rehired.

Prior to rehire, the employee participating in a rehabilitation program (if required by evaluation) shall sign a medical release granting C&K Industrial Services, Inc. progress information reports and successful completion reports on the employee's rehabilitation program(s).

The rehired employee will sign and abide by all specific guidelines stipulated in the "Rehabilitation Agreement." Any violation of this agreement can result in discipline up to and including termination.

CONFIDENTIALITY:

1. C&K Industrial Services, Inc. shall make every reasonable effort to protect the privacy of all employees and to assure the confidentiality of all matters connected with this policy.
2. All laboratory positive drug and/or alcohol tests will be reviewed by a Medical Review Officer prior to being reported to C&K Industrial Services, Inc. as a positive test.
3. The medical records of all employees with substance dependency will be kept confidential and preserved in the same manner as all other medical records.
4. Medical records and/or any reports pertaining to this policy involving an employee of C&K Industrial Services, Inc. will be disclosed only for the following reasons:
 - A. To defend any legal action brought by the employee.
 - B. An employee not participating in a rehabilitation program, authorizes C&K Industrial Services, Inc. in writing to release confidential medical information and/or reports.
 - C. As required to comply with customer requirements for verification of our Drug Free Workplace Program.

Exception To This Section:

Employees participating in rehabilitation shall sign a medical release granting C&K Industrial Services, Inc. progress information reports and successful completion reports on the employee's rehabilitation program(s).

5. Supervisors and investigators are to instruct other employees not to talk about possible company violations.

SEIZING SUSPECTED ALCOHOL AND/OR DRUGS:

If any employee is suspected of possessing alcohol contrary to management's policy or selling, purchasing, transferring or possessing an illegal drug the supervisor should:

Seize any suspected alcohol and/or illegal drugs which are in plain sight. The supervisor should have a witness present before seizing any such materials.

You should secure any container or the like, where alcohol or illegal drugs may be present, for a subsequent search by appropriate personnel.

Order the employee to report to an area in the facility where appropriate personnel can question the suspected employee or employees in private.

PROPERTY SEARCHES:

C&K Industrial Services, Inc. reserves the right to carry out reasonable searches of individuals, their personal effects, their lockers and vehicles when entering C&K Industrial Services, Inc. premises and/or customer sites. Also while on C&K Industrial Services, Inc. premises and/or customer sites and when leaving C&K Industrial Services, Inc. premises and/or customer sites. The objective of all searches is to deter the use, possession, transportation or sale of illegal drugs and alcoholic beverages in order to provide a safe work environment. Such searches may be initiated by C&K Industrial Services, Inc. without prior announcement, with or without cause, and will be conducted at such times and locations as deemed appropriate.

An employee's consent to such searches is required as a condition of becoming and remaining an employee of C&K Industrial Services, Inc.. An incumbent employee's refusal to consent to any such search will result in disciplinary action, up to and including termination, even for a first refusal.

Searches may be conducted using management personnel, federal or local law enforcement officers or private security personnel. Searches may be conducted with the assistance of specially trained dogs. Follow any incident involving a search of employees, property or facilities; involved personnel are to fully document action taken and results.

SALE OF ILLEGAL DRUGS:

If any employee is involved in the sale, purchase, trade or transfer of any illegal drug(s) while on C&K Industrial Services, Inc. time and/or while on/using C&K Industrial Services, Inc. property that employee will be terminated.

All illegal drug(s) will be turned over to the proper law enforcement authorities.

OFF PREMISE USE OF DRUGS:

The use, sale, possession, transfer, trade or purchase of illegal drugs where such involvement constitutes a direct threat to the company's property, the customer's property, a company employee, affects an employee's job performance, generates publicity or circumstances adversely affecting C&K Industrial Services, Inc. or its employees is absolutely prohibited. Employees who engage in such conduct off premises will be subject to disciplinary action up to and including termination.

COMPANY SPONSORED EVENTS:

Possession and consumption of alcohol beverages while at a C&K Industrial Services, Inc. sponsored event, on or off premises, may be authorized by management. It is the policy of C&K Industrial Services, Inc. that employees participating in such events and consuming alcoholic beverages will be expected to demonstrate moderation and are solely responsible for the safety and well-being of themselves and others at all times before, during and after such company-oriented event.

DRUGS AND ALCOHOL COMPANY GUIDELINES:

I. Pre-Employment applicants must be tested for:

Drug Name	Screening Cutoff	Confirmation Cutoff
Marijuana (Cannabinoids)	50 ng/mL	15 ng/mL
Cocaine	150 ng/mL	100 ng/mL
Amphetamines	500 ng/mL	250 ng/mL
Opiates	2000 ng/mL	2000 ng/mL
6-Monoacetylmorphine	10 ng/mL	10 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL
Ecstasy	500 ng/mL	250 ng/mL

II. Current Employees testing for Random, DOT Physical, Annual and Post Accident must be tested for:

Drug Name	Screening Cutoff	Confirmation Cutoff
Marijuana (Cannabinoids)	50 ng/mL	15 ng/mL
Cocaine	150 ng/mL	100 ng/mL
Amphetamines	500 ng/mL	250 ng/mL
Opiates	2000 ng/mL	2000 ng/mL
6-Monoacetylmorphine	10 ng/mL	10 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL
Ecstasy	500 ng/mL	250 ng/mL

III. Alcohol Testing Requirements

An employee will be removed from a Safety Sensitive Position for 24 hours if your BA is more than .02 and less than .04. A Breath Test over .04 is a DOT Violation, and considered a positive Breath Alcohol Test, thus subject to disciplinary action listed in this policy.

CUSTOMER REQUIRED DRUG AND ALCOHOL TESTING

In addition to testing required by C&K and the DOT, additional drug and alcohol testing is sometimes required by C&K customers. This testing can include:

- Testing prior to working at the customers site
- Annual testing for entry into the customers site
- Random Testing
- Reasonable Suspicion Testing
- Post Accident Testing

The C&K customer testing and requirements under their Drug and Alcohol program may vary from C&K's program. Positive results or refusal to test will result in employees ban from that customers site which may result in the termination or layoff of the employee due to their inability to work at the customers site. These testing's may include:

- Greater than 7 Panel non-regulated Drug and Alcohol tests
- Hair Follicle Testing
- Two Negative Dilute tests being considered a Positive test

TEMPORARY LABOR AND SUBCONTRACTOR REQUIREMENTS

All Temporary Labor personnel and Subcontractors are required to follow C&K and their customer's drug and alcohol testing programs. These tests will include:

- A. Pre-employment
- B. Periodic
- C. Post Vehicle Accident/Property Damage/Environmental Incident
- D. Random
- E. Reasonable Suspicion
- F. Customer Required

All Temporary labor and Subcontractors are required to abide by the Discipline, Customer Required Testing; Sales of Illegal Drug, Mind or Behavior Altering Substances, Property Searches and Seizure sections of this policy.

All Temporary labor and Subcontractors are required to complete C&K Substance Abuse training prior to beginning work.

RESERVATION OF RIGHTS:

C&K Industrial Services, Inc. reserves the right to interpret, change, or rescind this policy in whole or in part with or without prior notice. In addition, changes to applicable federal, state or other laws may require C&K Industrial Services, Inc. to modify or supplement this policy. This policy does not create a binding employment contract or modify an existing contract.

REPORTING REQUIREMENT:
CONVICTION VIOLATION OF FEDERAL OR STATE DRUG STATUTE:

Each employee is required to notify the Human Resource Department within five (5) days after he or she is convicted of a violation of any federal or state criminal drug statute where such violation occurred at the workplace or any location where official business is conducted. A conviction means a finding of guilty, no contest (including a pleas of nolo conendere) or the imposition of a sentence by a judge or jury in any federal or state court. Any employee who fails to report such a conviction will be subject to immediate termination.

Within thirty (30) days of such notification the Human Resource Department will be required to take appropriate disciplinary action against such an employee, up to and including termination. The Human Resource Department may also refer the employee to the EAP for referral and treatment.

OUTSIDE CONTRACTORS:

Outside contractors or vendors who are working on C&K Industrial Services, Inc. property shall sign a Certificate of Drug-Free Workplace Compliance as a condition of such contract.

EMPLOYEE AWARENESS EDUCATION:

Every current employee will attend an educational session in which this program is discussed. There will be an opportunity to ask questions. All supervisors and management will attend. At this session, the written Policy will be distributed, and everyone will be expected to sign that he/she received a copy. In addition, a qualified professional will offer at least one session designed to make employees aware of substance use as a problem, the effects it can have on the individual and the family, signs and symptoms of use, effects of commonly used drugs in the workplace, the model of chemical dependency, and how to get help. How to get a referral for employee assistance, assessment of the degree of the substance use problem and/or treatment will also be covered. There will be a minimum of two hours of educational awareness offered annually to all employees. New employees will learn about this program during orientation, and they will receive substance education as soon as possible thereafter.

SUPERVISOR TRAINING REQUIREMENT:

For supervisors to identify when an employee has a substance use problem that may endanger the employee and other employees as well as be in violation of this Policy, they need training. This training is in addition to the two hours of annual employee education/awareness. Every supervisor will receive training about drug/alcohol testing responsibilities before the program begins. In addition, supervisors will receive a total of four hours of training from a qualified professional the first year of the program, and two hours of refresher training every year thereafter. This training will be designed to help supervisors recognize behaviors that demonstrate an alcohol or drug problem; how to document these behaviors and confront an employee about the problem; how to initiate reasonable suspicion testing; how to make appropriate referrals of an employee for an assessment of the problem or other assistance; how to follow up with employees who return to work after a positive test; and how to operate consistently with collective bargaining agreements.

TERMINATION NOTICES:

In those cases where substance testing results in the termination of employment, all termination notices will list “misconduct” as the reason for termination. Termination shall be deemed “for cause.”

ON-GOING EDUCATIONAL AWARENESS REGARDING SUBSTANCE USE:

C&K Industrial Services, Inc. wants to take the time in the concluding section of this Policy to again state its commitment to addressing the problem of substance use in the workplace. C&K Industrial Services, Inc. recognizes the pervasive nature of substance use in today’s society and desires to provide its employees with information pertaining to this problem and the opportunity to develop awareness. As such, all employees will be required to participate in C&K Industrial Services, Inc. -sponsored education programs. As stated earlier in this Policy, these programs will be provided for all employees, including supervisors and top management, and attendance shall be mandatory. All training will be conducted by or supervised by appropriately qualified educators who will provide educational and instructional materials that will benefit all employees. As they become available, the C&K Industrial Services, Inc. will continue to provide new educational materials to all employees.

All employees will receive an initial orientation, prior to the implementation of our Drug-Free Workplace Program, information about this Policy, and key information about alcohol and drugs, signs and symptoms of use, the disease model associated with addiction, and the effects of commonly used drugs in the workplace.

Supervisors will also attend all educational sessions and will receive an initial four hours of informational and skill-building training to help them perform their responsibilities knowledgeably and effectively in terms of this Policy. Supervisors will receive two hours of refresher training in subsequent years.

All the educational awareness building and training sessions are aimed at helping employees understand the nature of the substance use problem and to know what resources are available to help employees and their families learn to deal with this problem and overcome it. This Policy is designed to challenge the workplace to become substance free and to create a safer workplace for everyone.

Split Specimen:

The use of split specimen is required for C&K's drug-testing program. C&K will arrange for their collection sites to do split specimen urine collection in the drug testing process. DOT believes that having the voided sample split into two separately maintained specimens is an important part of appropriate re-testing. An employee can request that any positive drug test be re-tested utilizing the second part of the original split sample. The second part of the split sample must also be sent to a certified federal lab.

The cost for testing the second part of the original sample is to be paid by the employee prior to conducting the split sample test. If the second part of the original sample results in a positive then the test results are upheld as positive and the employee receives no refund for payment of the second part of the original sample. If the second part of the original sample tests negative then the employee will be refunded all costs paid for second part of the original sample. Additionally, any negative results from second part of the original sample will officially nullify the original positive results and the employee's test will be finalized as an official negative.

Denial of Workers' Compensation Benefits:

All employees covered under this drug/alcohol testing company policy that participate in this program and have a blood, breath, urine or other form of acceptable drug/alcohol testing conducted can be denied Workers' Compensation Benefits by creating a rebuttable presumption (positive test) that the proximate cause of his or her injury is the alcohol or controlled substance. Additionally, any employee covered under this company policy that refuses to submit to the chemical test will also result in that rebuttable presumption. Positive for rebuttable presumption is any positive drug test and/or any alcohol test that is .02 or greater.

Mind or Behavior Altering Substances

C&K Industrial Services, Inc. is thoroughly committed to a healthy and safe work environment for all its employees. In pursuit of this commitment, employees who foster unsafe or unhealthy work environments will not jeopardize C&K Industrial Services, Inc. for themselves and fellow workers by the abuse of alcohol and/or drugs. This includes illegal drugs and alcohol covered under C&K's Substance Abuse policy, and over-the-counter mind or behavior altering substances not included under this policy. These substances may include, but are not limited to:

- K-2, Bath Salts, Synthetic drugs, Aerosols, solvents, various herbs and incenses

All work performed by C&K is performed in safety sensitive environments, therefore clear, quick thinking is critical in you and your co-workers safety. A drug and alcohol free work environment will be maintained to ensure that C&K Industrial Services, Inc. reputation and services are maintained at the highest level.

Therefore, C&K Industrial Services, Inc. will not permit the use, sale, purchase, possession, transfer or being under the influence of alcohol, illegal drugs, over-the-counter mind altering drugs or any substances that may impair your ability during work time, and doing so will result in immediate termination of that employee.

3. Consequences of violation

- a. Employee must be removed from safety-sensitive duty if they have a testing violation.
- b. If the company retains the employee, policy requires the employee*:
 - i. Be evaluated by a Substance Abuse Professional (SAP)
 - ii. Complete recommended education or treatment
 - iii. Have a negative return to duty test before returning to work (minimum of 14 days must pass between date of violation and return to duty test date)
 - iv. Be subject to follow-up testing – minimum of 3 in first 12 months

ACKNOWLEDGEMENT OF RECEIPT OF COMPANY DRUG-FREE WORKPLACE POLICY

Signing this form acknowledges that the employee and/or applicant has received a copy of the Company's Drug-Free Policy, has had the opportunity to discuss the Policy and have questions answered, and understands all of the provisions in the Policy. Although it reflects the Company's current Policy regarding substance use, it may be necessary to make changes from time to time at the Company's sole discretion, to best serve the needs of our organization. However, any changes deemed necessary will be made in writing, and the modified Policy will be shared with every employee and/or applicant.

BBy my signature below, I acknowledge that I have received a copy of the Drug-Free Policy of the Company. I understand that it is my obligation to read, understand and comply with the procedures and provisions contained within this Policy.

As an employee and/or applicant of the Company I hereby acknowledge that the Company's policy requires me to submit drug testing and/or breath alcohol testing to rule out the presence of non-prescribed or prohibited dangerous controlled substances in my system. I hereby freely and voluntarily consent to this request for a drug test and/or alcohol test, and agree to participate in the testing program.

I hereby and herewith release the company, its employees, agents and contractors from any and all liability whatsoever arising from this request for testing, from the actual testing procedures, and from decisions made concerning my application for or continuation of employment based on the results of the analysis. I hereby agree to cooperate in all aspects of the testing program.

I hereby authorize the release of my drug and/or alcohol test results to the designated Medical Review Officer (MRO), and/or to the Company's examining physician as provided by the Company's Policy.

Employee/Applicant Signature: _____

Employee/Applicant Printed Name: _____

Witness Signature: _____

Witness Printed Name: _____

Date of Signatures: _____



Company Safety Policy

It is the desire of C&K Industrial Services, Inc. to maintain a safe and accident free environment.

The company considers the safety and health of all employees to be of substantial concern. As such, the attempts to provide mechanical and physical equipment needed for the personal safety and health of its employees.

The company will maintain a safety and health program conforming with appropriate practices of an organization of its type. The C&K Policies and Procedures manual is part of the program. The manual should be read by all employees.

However, reading the manual is not enough. It should be understood and practiced. Practicing what the manual says will help prevent accidents, but the major responsibility for accident avoidance lies with each and every C&K manager and employee. Your attitude towards working safely will prevent more accidents than any manual or program will ever do.

Moreover, the rules in this Manual are not all inclusive. Some work situations may require additional safety precautions. If you are in doubt about how to proceed in a new work situation, please contact your supervisor. Also please see your Employee and Safety Manual, the Company's Hazard Communication Program. This program will warn you generally about the potential hazards of substances you may work with, how to recognize those hazards, how to handle safely those substances, and how to deal with emergencies with or exposure to those substances.

Zero Tolerance Safety Policy

C&K has instituted a zero tolerance safety policy. Any employee violating a safety policy, procedure or practice established by the company shall be severely disciplined, up to and including termination. Any person found to have condoned, ignored, or facilitated a violation, including through lack of enforcement; or who has not communicated known issues endangering people or property, shall be disciplined, up to and including termination. All reported infractions shall be investigated. This policy applies to all personnel regardless of position. This includes any safety violation regardless of perceived severity.

Above all "**USE COMMON SENSE**". It takes this to help prevent injuries to yourself and those around you.

Remember that accidents and injuries do not just happen!



Arthur Karas
President/CEO
C&K Industrial Services, Inc.



C&K Industrial Services, Inc.

Health and Safety Policy Statement

It is C&K Industrial Service's firm belief that the health and safety of all employees is of paramount importance. C&K Industrial Services recognizes the impact of unsafe behavior and will strive to always provide a safe and healthy workplace, free of recognized hazards. No job is so important, no task is so urgent that it cannot be completed in a safe manner.

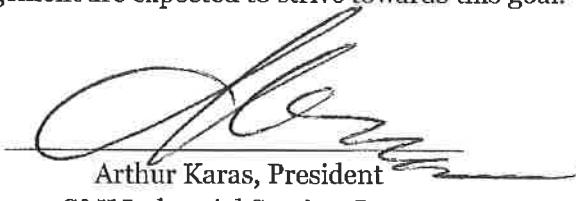
C&K Industrial Service's values incorporating safety into every aspect of the workplace, and the commitment extends beyond the walls of our facilities to the highways our employees travel. Driver safety is integral to our operations. Beyond providing product delivery, C&K Industrial Services is committed to managing the risks associated with operating a motor vehicle.

It is the responsibility of all department heads and General Managers to ensure the health and safety of the employees who work under them. C&K Industrial Services will provide the training and support needed by General Managers to prevent injuries. General Managers will be responsible for ensuring that all equipment and machinery are in proper working order. General Managers are also responsible for enforcing employee compliance with established safety procedures, including the wearing of appropriate personal protective equipment.

Employees are responsible for following the established safety policies and procedures. Employees will wear required personal protective equipment and follow all supervisor orders in terms of health and safety. Employees have the right to refuse work that is unsafe. Employees will challenge fellow workers who are not working to accordance with the established safe work procedures. Not only are the above responsibilities important for protecting personal health and safety, they are important to protecting all employees and the general public.

C&K Industrial Services is committed to returning injured workers to productive employment as soon as safely possible. To the extent practical, light-duty and alternative work arrangements will be accommodated. C&K Industrial Services will work with the employee and medical provider to facilitate this return-to-work process.

C&K Industrial Services is committed to achieving a zero-injury workplace and employees and management are expected to strive towards this goal.



Arthur Karas, President
C&K Industrial Services Inc.

C&K Industrial Services Inc. Company Safety, Health and Environmental Statement

C&K Industrial Services, Inc. will continually strive to maintain a safe and incident free environment. The company considers the safety and health of all employees to be of the upmost concern.

The company will maintain a safety and health program providing employees with world class training in Industrial Cleaning and Services safe work practices. The company will provide every mechanical and physical equipment needed for the personal safety and health of all C&K Industrial Services employees.

C&K Industrial Services will continually strive toward the elimination of all incidents including occupational injuries and illnesses; damage to equipment and property; the protection of the general public whenever it comes in contact with the Company's work; and damage to the environment.

Safety, Health & the Environment must never be sacrificed and is always the first priority at C&K Industrial Services. Our goal is Zero accidents, we strive to show continuous improvement in our safety program by measuring all leading and lagging indicators to gauge our successes and failures. Each manager at C&K is held accountable for the safety performance of all C&K employees under their management, this includes the safety director. Safety performance will be the deciding factor in all managers reviews, promotions, and continued employment.

The success of our program depends totally upon the full cooperation, commitment and accountability of each individual C&K employee.



Chuck Hawes

C&K Industrial Services Inc.

Corporate Safety Director

Owner Commitment

“The Health, Safety and Well Being of our Customers, Employees and the Communities in which we work is not a unit of measure, but a MORAL obligation. We will NOT sacrifice the Health, Safety and Well Being of our Customers, Employees and the Communities in which we work for profit or gain”



Arthur Karas
President/CEO
C&K Industrial Services, Inc.



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CHECKLIST FOR UPDATING REVISED PROGRAMS:

<u>ADDED</u>	<u>PROGRAM NAME</u>	<u>PROGRAM'S SECTION</u>	<u>DATE OF REVISION</u>
Y/N	ASBESTOS AWARENESS PROGRAM	18	10-31-2016
Y/N	CONFINED SPACE ENTRY PROGRAM	12	12-1-2016
Y/N	SUBSTANCE ABUSE PROGRAM	68	9-10-2017
Y/N	HEAT STRESS PROGRAM	52	9-18-2017
Y/N	INCIDENT REPORTING & INVESTIGATIONS	8	9-20-2017
Y/N	SILICIA EXPOSURE PROGRAM *NEW*	91	9-22-2017
Y/N	TRAINING PROGRAM	5	9-28-2017
Y/N	STAIRWAY & LADDER SAFETY	34	9-28-2017
Y/N	LOCKOUT TAG OUT	28	10-5-2017
Y/N	FALL PROTECTION	33	10-17-2017
Y/N	MOBILE EQUIPMENT PROGRAM	47	11-7-2017
Y/N	FIRE PREVENTION	74	11-11-2017
Y/N	EXCAVATION & TRENCHING SAFETY	66	11-11-2017
Y/N	COMPRESSED GAS PROGRAM	26	11-11-2017

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<u>ADDED</u>	<u>PROGRAM NAME</u>	<u>PROGRAM'S SECTION</u>	<u>DATE OF REVISION</u>
Y/N	SELF INSPECTION	6	11-13-2017
Y/N	HYDROBLASTING	9	COMING SOON
Y/N	RESPIRATOR FIT TEST FORM	86	12-11-2017
Y/N	TRAINING ACKNOWLEDGEMENT	86	12/29/2017
Y/N	*NEW* BERYLLIUM PROGRAM	92	3/12/2018
Y/N			

EMPLOYEE MANUAL

ABRIDGED SAFETY POLICIES

INTRODUCTION

It is the desire of C&K to maintain a safe and accident free environment.

The company considers the safety and health of all employees to be of substantial concern. As such, the attempts to provide mechanical and physical equipment needed for the personal safety and health of its employees.

The company will maintain a safety and health program conforming to the appropriate practices of an organization of its type. This manual is part of the program. The manual shall be read by all employees.

However, reading the manual is not enough. It shall be understood and practiced. Practicing what the manual says will help to prevent incidents, but the major responsibility for incident avoidance lies with, you, the employee. Your attitude towards working safely will prevent more incidents than any manual or program will ever do.

Moreover, the rules in this manual are not all inclusive. Some work situations may require additional safety precautions. If you are in doubt about how to proceed in a new work situation, please contact your supervisor. Also, please see attached Employee Safety Manual -- Company Hazard Communication Program. This program will provide you general information about the potential hazards of substances you may work with, how to recognize those hazards, how to safely handle those substances, and how to properly control emergency situations deal while working with or when exposed to those substances.

Above all "**USE COMMON SENSE**". It takes this to help prevent injuries to yourself and those around you.

**REMEMBER THAT ACCIDENTS AND INJURIES Do NOT
JUST HAPPEN!**

I. Employee Safety Responsibilities

Each worker shall take reasonable care to protect his or her health and safety as well as the health and safety of other workers who may be affected by his acts or omissions. The basic safety responsibilities for each C&K employee include:

1. Performing all tasks in accordance with established policies, procedures and safe work practices;
2. Being an active participant in the safety and health program;
3. Actively participating in Daily Tailgate Safety Meetings (TSM) applicable to the work they will be performing;
4. Inspecting all tools and equipment prior to use for defects and to identify any hazards;
5. Adhering to ALL safety and security policies of our customers. Following all posted signs and warnings. In addition, some companies have made certain safety releases available to C&K and its employees. These releases are to help insure compliance with their rules and policies. They shall be read and understood;
6. Complying with all government safety policies;
7. Ensuring that all safety equipment and supplies, required for a particular job, are properly used;
8. Reporting unsafe work conditions or practices to Project Manager or Supervisor immediately;
9. Reporting any injuries, illnesses or incidents to the Project Manager or Supervisor immediately (same work shift);
10. Participating in all training that is required of them to be competent and informed for the job that is required of them;
11. ONLY operating equipment and performing tasks in which they have trained. Including specialized trainings requiring an up-to-date certification of completion.
12. Participating in work site health & safety risk assessments and implementation of controls and procedures to mitigate associated risks;
13. Cooperating in incident investigations;
14. Using appropriate Personal Protective Equipment, and maintaining such equipment;
15. Reviewing all Job Hazards & Safe Work Procedures;
16. Refusing to do work that would create a hazard to the health and safety of themselves or others;
17. Referring to Safety Data Sheets to learn the hazards of

- and preventative measures to be taken when using chemicals;
- 18. Being prepared when reporting to work. Employees must have ALL issued personal protective equipment readily available, as job conditions may change;
 - 19. Operating all machines and devices in a safe and effective manner;
 - 20. Setting a good example;
 - 21. Reporting the existence of imminent danger and stopping the work until the condition is rectified and is deemed safe to continue.

II. General Safety Rules and Regulations

C&K desires to maintain safe and healthy working conditions for its employees. As such, safety rules, regulations and policies will generally be strictly enforced. Violation of any safety rule, regulation or policy may be cause for immediate dismissal. The following is a general list of the company safety rules and policies.

- A. Hard hats must be worn at all times with the bill facing forward. Inspect your hardhat daily for defects i.e. cracks; broken suspension;
- B. Steel toe work boots must be worn at all times. If an employee reports to work without steel toe boots, the employee will not be permitted to work. The company does not issue work boots; it is the responsibility of the employee to obtain approved work boots.
- C. Full-body harnesses and lanyards must be used when working in situations where a fall hazard exists. When a fall of greater than four (4) feet can occur fall protection is required.
- D. Air purifying respirators with appropriate cartridges must be worn when there is reason to believe work place exposure limits may be exceeded. Employees are only permitted to wear respirators that have been issued or otherwise approved by the company.
- E. Ear plugs must be worn when noise levels exceed 85dB. Generally, if an employee is having difficulty hearing someone else who is speaking in a normal voice, it is a high noise area. When working within 30 feet of waterblast or vacuum equipment the noise levels will generally exceed 85dB.

- F. Approved safety glasses with side shields must be worn on all jobs. Approved safety glasses will be designated by the ANSI symbol Z-87 imprinted on the frame. Prescription safety glasses may be worn, but must be made by a certified laboratory. If employee's prescription glasses do not meet the ANSI Z-87 standard, approved oversized safety glasses shall be worn over-top of prescription glasses. When working around chemicals, goggles appropriate for the task may be required. If you have any questions, contact the safety department.
- G. Rubber boots, either slickers or work boots, must be worn when working in chemicals or other harmful substances.
- H. Rubber "chemical resistant" gloves must be worn when working with chemicals or other harmful substances. Glove type may vary based on the chemical's properties;
- I. Speed limits and all other traffic signs, laws and regulations must be obeyed to the letter.
- J. Before setting up for the job, determine where the closest phone, eye wash, shower and fire alarm are located.
- K. Never tamper with or by-pass any safety device. Verify machinery which shall be turned off and locked or tagged out is in fact so.
- L. Before setting up for the job, determine if there are any noticeable or foreseeable unsafe conditions or conflicts i.e. overhead cranes, traffic, icy walkways, railroads, other workers, etc...
- M. On occasion, planned jobs may change unexpectedly. Employees shall ensure all required safety equipment and supplies are present before proceeding on with job. If there is any question or concern, the employees shall stop work and contact the company immediately.
- N. Employees shall not conduct tasks in which they have not been trained.
- O. Observe the terms of the company's Hazard Communication Program ("Right-to-Know" program of the Health, Safety and Training section of the SOP Manual).

III. High Pressure Waterblasting

A. **General** - The use of high pressure water can be dangerous if not done properly. It is essential that all employees adhere to the guidelines set forth in this manual. The following is a list of the general rules.

1. Any person performing a high pressure water job is required to wear the following for his/her personal protection: rubber boots with steel safety toes, rain suit, hard hat equipped with a full face shield, waterproof gloves, and safety glasses with side shields or mono goggles.
2. The employee operating the tip end of a hose or lance must have direct control of the dead man valve.
3. Never leave the system unattended while it is under pressure.
4. Crew members shall rotate duties to reduce fatigue.
5. Do not attempt to adjust any connection, fitting or to adjust any part of the system while it is under pressure.
6. When pressurizing a system, increase pressure slowly, never suddenly.
7. Use only enough pressure to adequately perform the work.
8. All hoses and fittings shall be inspected for evidence of excessive wear or damage prior to installing and/or use.
9. All nozzles shall be inspected for evidence of excessive wear, damage or plugged orifices prior to installing and/or use.
10. Before installing the tip, flush the system with a sufficient amount of water to insure the removal of air and foreign particles that may be in the system.
11. Never point a hose or lance at yourself or any other person. High pressure water will cut right through a rain suit, globes or rubber boots. It can cut a cinder block in half within 15 seconds, so THINK what it will do to your body.
12. When hose drops exceed ten (10) feet, the hose shall be securely tied off to a rigid support to limit the pull and added stress of the hose weight on couplings and the hose itself.
13. Crew members must remain in sight of each other at all times while the system is under pressure.

14. Any unit that is parked shall be checked to prevent drifting or rolling.
- B. Shotgunning** - Shotgunning is an operation using a relatively short hand held "lance" or "shotgun" to clean surfaces in virtually all planes of operation. The following rules shall be carefully followed when shotgunning
1. Each lance shall be equipped with at least one dead man control valve designed to relieve the water pressure when the valve is released.
 2. The operator using the lance shall have direct control over the activation of the water pressure.
 3. Never attempt to clean an object while it is being held manually.
 4. The work area must be maintained in such a manner as to reduce the possibility of slips and/or falls.
 5. When shotgunning, it is important to lean forward into the lance. This will help prevent the water pressure from knocking you off balance, as well as allowing for better control of the lance.
 6. Always use as long of a lance as possible to minimize the danger of cuts to your legs and feet. When a lance shorter than 48" is required, special permission must be obtained from the area manager.
- C. Line Moling** - Moling is an operation where a specially designed hose and nozzle arrangement feeds itself through a pipe by means of side and rear nozzle jets. The following rules shall be carefully followed when moleing
1. To prevent the nozzle from reversing direction inside the line, a stringer rod shall be affixed between the nozzle and the hose. A stringer is a rigid pipe extension with a length greater than the diameter of the line being cleaned.
 2. An easily visible marker shall be placed no less than two (2) feet from the nozzle. This is to warn the operator that the nozzle is near the pipe opening when retracting.

3. Insert the nozzle into the line or tube prior to activating the water pressure. The pressure shall be deactivated before removing the nozzle from the line or tube.
 4. Precaution shall be taken to minimize the exposure from sprayback and water flushing out from the pipe being cleaned.
 5. The operator doing the moleing shall have direct control of the water pressure through a foot operated dead man control valve.
 6. The clearance between the outside diameter of the hose, lance and nozzle assembly and the inside wall of the item being cleaned shall be sufficient to allow adequate washout of water and debris.
 7. During manual operations, the entrance to a line or pipe, about the first two (2) feet, shall not be cleaned with a nozzle containing back jets, but shall be shotgunned.
- D. Rodding** - Rodding is a repetitive operation where a long lance (rod) and nozzle combination is inserted into and retracted from the tube of a bundle. The following rules shall be carefully followed when rodding

1. Rodding generally requires two (2) or more employees that must work together as a team.
2. The employee "spotting" the nozzle and inserting it into the tube shall have direct control of the water pressure through a foot operated dead man control valve.
3. A hand guard/splash shield shall be installed on the nozzle end of the rod. Keeping your hands behind this guard will prevent water cuts to your hands.
4. Heavy rubber gloves will be worn by the person closest to the bundle who is "spotting" the nozzle. These gloves will help prevent hand cuts while rodding.
5. Employees who are "walking" the rod must do so only when the spotter is ready and has signaled for them to proceed.
6. Water pressure shall only be activated after the nozzle has been inserted into the tube. It shall be deactivated before removing the nozzle from the tube.
7. The gauge board and hoses will be set up and arranged in such a manner as to minimize the potential of a tripping hazard. This is especially important in the area where the lance will be "walked".

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8. An easily visible marker shall be placed no less than two (2) feet from the nozzle. This is to warn the spotter that the nozzle is near the tube opening when retracting.

IV. Vacuuming

The vacuum trucks used by C&K are very powerful. These trucks generate relatively high air flows and low pressures. If proper care is not exercised by employees, vacuuming can be quite dangerous. The following is a general list of rules that are to be followed when vacuuming.

1. For your protection, gloves and safety glasses or goggles must be worn while loading or dumping any material.
2. Use a safety "T". If you shall get stuck in a vacuum hose, a safety "T" is the quickest way to relieve vacuum, reducing the potential for injury. The safety "T" shall be installed as close to the work area as possible.
3. Know what material you are working with. This is the only way that you can be alerted to a potential hazard and any special handling characteristics.
4. Avoid mixing loads to prevent incompatible materials from reacting.
5. Never use a torch to free frozen valves, bolts, etc..., this could cause an explosion.
6. Tie down hose to prevent it from whipping around and causing an injury.
7. When using pipe and/or hose in an aerial run, make sure it is secured by tying it down to a rigid rail, beam or pipe. Do not rely on claps or tape to do the job.
8. Before leaving the plant, make sure that the truck body is cleaned. This will eliminated the possibility of transporting hazardous materials on the highway or into an unauthorized area.
9. Never point the vacuum hose at anyone, not even yourself. Keep arms, hands, feet, faces away. The vacuum is powerful enough to secure to and not let go of the human body. **KEEP THE HOSE POINTED DOWN AND AWAY FROM YOURSELF AND EVERYONE ELSE.**
10. Before loading a truck, make sure the truck is ready to vacuum and contain the material once vacuumed. In others works, check all doors and openings it verify that they are closed an properly secured.

11. Never move a truck that has not been cleared of all loose debris. This includes shovels, scrapers and debris that may have been inadvertently accumulated on top of the truck.
12. Always work from secure footing since the vacuum generated can pull on the employees.
13. Make sure you KNOW where to dump materials properly and safely.
14. Never put yourself in a situation that the vacuum hose can whip around and knock you or anyone else down.

V. Carbon Monoxide Danger

Carbon monoxide (CO) is a clear, odorless gas that can be present in several areas where C&K employees are commonly working. High levels of carbon monoxide can be very dangerous. The basic danger of carbon monoxide, simply put, is it enters a person's system very easily and prevents the red blood cells from carrying oxygen through the body. It, also, has a cumulative effect since the human body does not clear it out quickly.

When entering or working in an area that could potentially contain or generate carbon monoxide, you must have a gas monitor capable of detecting CO, to continuously monitor the air quality of that area. The monitor will indicate the parts per million (PPM) of CO that is present. The monitor will alarm when CO level reaches 35 PPM. The scale below indicates the amount of time an employee can remain in an area with a maximum concentration of CO.

<u>PPM</u>	<u>Remain</u>
35	8.0 Hrs.
100	4.0 Hrs.
150	2.0 Hrs.
200+	0 Hours

One of the first signs of CO poisoning is feeling lightheaded. From this point, it can move rather rapidly to dizziness and then unconsciousness. DO NOT take chances with carbon monoxide! If you experience any suspicious symptoms, or for any reason think you might be exposed to unsafe levels of CO, leave the area at once.

The one general area in which employees work, that is especially a high risk for CO exposure, is the iron producing areas of steel mills. In particular, the stock house, the larry cars, the areas above the bustle pipe and skip pits are very prone to carbon monoxide concentrations. NO EMPLOYEE IS ALLOWED ABOVE THE BUSTLE PIPE WITHOUT EXPRESS PERMISSION FROM UPPER MANAGEMENT.

VI. Confined Space Entry

Entry into any confined space area poses the potential for serious safety hazards. These hazards may include the lack of oxygen, the presence of toxic gases and/or flammable vapors and the time required to get in or out of the space. It is essential that any employee entering a confined space follow the CONFINED SPACE ENTRY PROCEDURES at all times. If you have any questions or concerns about working in or near a confined space, see your supervisor. For additional information, refer to our Written Confined Space Program located in our Health, Safety, and Training section of the SOP Manual.

VII. Equipment Safety

The various types of equipment used by C&K are specialized and sensitive. The equipment shall always be used for the purpose it was designed and only within its designed limits.

Employees that are operating equipment shall be familiar with the design limitations of the equipment. These employees shall read and thoroughly understand the operations/maintenance manuals of the equipment. It is the employee's responsibility to ensure that the equipment, and all accessories used with the equipment shall *not only* be inspected prior to its use, but also during and after use, as well.

A. **General Equipment Safety Rules:** The following is a general list of the equipment safety rules. These rules are not all inclusive, but are supplemented by the specific rules for each type of equipment, as detailed in the operations/maintenance manuals, and by common sense.

1. All specialized safety systems, including, but not limited to, dead man valves, pressure relief valves or disks,

gauges, shut down systems, and by-passes, must be in good operating condition. In addition, these systems must only be repaired with the proper tools and parts; never use short cuts or substitutions.

2. All equipment and accessories, including but not limited to, gauges, hoses, couplings, jets, rods, pipe and valves, shall be in good operating condition. In addition, these systems must only be repaired with the proper tools and parts; never use short cuts or substitutions.
3. Never use parts or components that are not rated for the pressures they are to be exposed to. Specifically, waterblast components are to be at least three (3) times the maximum operating pressure.
4. Equipment must be placed, either on the job site or in storage, in such a way that it does not constitute an obstruction or create a possible hazard.
5. Equipment that is powered by an internal combustion engine must be located outside of any designated explosion prone area.
6. Electrical motors and circuits must be properly grounded.
7. All motors and other pieces of equipment with moving parts must be properly shielded.
8. Any equipment found to be in an unsafe condition shall be tagged and returned to the shop for repairs or replacement.
9. Compressed gas cylinders must be kept secured to a wall or vehicle. The safety caps must be on when the cylinders are not in use. Empty cylinders must be marked.
10. Tools must be kept in good condition. Damaged or otherwise unsafe tools shall be repaired or replaced.
11. Use only the proper tool for the job and only use it in the manner in which it is intended.
12. All lights and extension cords must be grounded.
13. All equipment that is being worked on shall be turned off and secured prior to any repair.
14. All guards must be in place and adjusted properly prior to use of any equipment.

VIII. Knife Safety Policy

As of 3/28/2012:

The use of knives is prohibited at C&K Industrial Services.

Saws will be used in place of knives on all C&K jobs.

C&K will **only authorize and permit** saws for use, these saws include:

- Hack saws
- Drywall saws
- Other saws, after approval by the C&K Safety Department

IX. Fire Protection

Listed below, are three (3) main points pertaining to fire safety at C&K Industrial. Keep in mind that all of our customers have specific fire safety regulations that are in addition to the basic safety points discussed here. Our customer's fire protection policies shall be considered a part hereof. In the event that a fire shall occur, either at a C&K facility or at a customer location, immediately evacuate to a designated safe area. In addition, unless you have been specifically trained to operate a fire extinguisher, you are forbidden to do so.

1. *Smoking:* Smoking shall never occur in "No Smoking" areas, and in particular, where paint, solvents or any other flammable material is used or stored, and/or where fuel pumps or tanks are present.
2. *Fire Extinguishers:* Each vehicle, shop and office must be equipped with a fire extinguisher based on the classes of anticipated fires in each area and on the size and degree of hazard which would affect their use. These extinguishers shall never be blocked from access. In the event an extinguisher is used, the person breaking the seal must report it to his/her supervisor. If the vehicle being used or the area being worked in does not have an extinguisher, ask for one.
3. *Flammable Materials:* These types of materials shall always be handled with care. They shall never be used or stored in areas of having open flames or other high heat sources. When stored indoor, they must be in approved safety containers of less than five (5) gallons. Static

discharge lines are required on all fuel tanks and 55 gallon drums from which material is being drawn, even if they are used for refueling out in the field.

X. Footing

Whatever the job being done, whether it is vacuuming, waterblasting, or just general labor, you shall maintain suitable footing. In general, never work from an area that is slick or unstable. If there is oil, grease, pellets, etc... it's difficult to maintain adequate footing, therefore, an area shall be cleared or other preventative measures shall be taken prior to performing task.

Work shall be performed only while an employee has adequate, positive footing. Do not try to work while standing on the edge of tanks, pits or any other area in which a fall may occur. If a method of performing the work can not be determined by the employee(s) on the job, the employee(s) shall contact their supervisor before taking any chances.

XI. Harmful Substances/Hazard Communications Standard

Most of the materials the company works with are non-hazardous. However, it is important to be certain before working with any substance. If there is any doubt, the employee(s) shall check with their supervisor(s) or the customer contact for information.

Employees shall keep in mind that certain chemicals react with other chemicals. For example, some metals will explode when they come in contact with water. Furthermore, acids and caustics, when mixed, will react violently. Since there are many substances that require special handling or that have special characteristics, verify exactly what you are working with and its properties.

The company maintains a specific hazard communication program to train you in the safe handling and dangers associated with the substances you may work with. Be sure you have received hazard communication training. If you are working with or are exposed to a substance you are unfamiliar with, request a

safety data sheet for the substance from the Company or the customer. Safety data sheets are kept at the Company's main office. For more information, see the Company's Hazard Communication Program in our Health, Safety, and Training section of the SOP Manual.

XII. Housekeeping

All employees must maintain good housekeeping standards at all times. This is an integral part of the job being performed. This not only applies to the worksites, but shall also be the standard among the vehicles, the shop and the office.

It is important when setting up a job it shall be done with housekeeping in mind. Hoses and pipes shall be laid out in such a manner as to minimize the potential for trips and falls. Vehicles shall be parked or stationed where they do not hinder other traffic. Also, no job is complete until the cleaning has been completed. This includes the job sites as well as the equipment.

By upholding the good housekeeping standards, we can minimize our fire risk and our safety and health hazards which is important in preventing incidents. As a result, we maintain a positive safety attitude and reputation among customers.

XIII. Lime

Lime is a potentially hazardous substance that C&K works with regularly. The characteristic of lime having the greatest safety hazard is the burns it can cause. If you are careful, however, and follow some simple basic guidelines you can minimize the potential lime hazards. These guidelines are briefly discussed here.

1. *Eye Protection:* Always wear chemical goggles or full face respirator when working in lime areas. If you get lime in your eyes, wash your eyes out immediately with water for at least fifteen (15) minutes.
2. *Inhalation Control:* In most cases, half masks can be worn. In high exposure situations, full face respiratory protection is required.

3. *Skin Protection:* Protective gloves and clothing that fully covers arms and legs are required. Barrier cream (or Vaseline) will be used on areas in which rubbing is likely to occur i.e. wrist cuffs, respirator seal, etc...

If you get it on your skin, do not try to rub it off. This will cause it to burn. Brush off dry lime, then neutralize (vinegar/water mixture) exposed skin and wash with large amounts of water.

XIV. Lockout/Tagout

In the industrial cleaning business, we are called upon to work in and around various types of equipment which are operated by various types of energy sources. It is very important that before we begin to work on or near any such equipment that it be properly locked or tagged out. If issued, each C&K Industrial Services Inc. employee must carry their own lock and tag and must participate in the lockout/tagout procedure when necessary.

CUSTOMER POLICIES: Many of our customers have their own lockout/tagout procedures which we must follow. When lockout/tagout is required, check with the customer to see what their policy is. If they do not have a policy then you are required to follow the procedures set forth by C&K.

C&K's written Lockout/Tagout Program located in the Health, Safety, and Training section of the SOP Manual.

XV. Personal Hygiene

The proper use of personal protective equipment (PPE) is an important factor in preventing occupational injuries and illnesses. Rain suits, gloves, boots, respirators, goggles and all the other safety equipment are all designed to create a barrier between you and the identified hazard and therefore minimize the potential for an incident to occur.

In addition, your personal hygiene habits are also important. Just by simply practicing the following good hygiene habits you will significantly reduce your risk of injury or illness. Be sure to wash before eating or smoking and at the end of your shift. Keep your hands away from your eyes and mouth. If at any time you feel that a chemical or unknown substance has splashed on your skin or in your eyes, immediately rinse it off using an emergency shower or eye wash. Do not use any water source that is not specifically designed for emergency washing. Regularly, clean/wipe down your PPE; properly discard any contaminated disposal PPE at the end of shift.

XVI. Personal Protective Equipment

In order to protect employees, various types of personal protective equipment (PPE) are required. Due to the nature of our work, at minimum, employees must wear hardhats, safety glasses, coveralls and steel toe work boots (even if customer does not require it). In addition to the issued safety equipment, there are some clothing items that must be worn. All protective equipment and clothing worn must be appropriate for the task. Check with your supervisor before starting a job to determine which equipment shall be used.

All PPE issued to an employee is the employee's personal responsibility. Employees must have all of their equipment readily available when reporting to work. Furthermore, the employee must ensure the equipment is maintained in a safe and clean condition. It is the employee's responsibility to immediately notify management of any defective, damaged or lost equipment. When anything is in disrepair, it shall be returned for repair or replaced.

Note: Employee-owned personal protective equipment is not permitted, all personnel protective equipment will be provided by C&K Industrial Services.

1. **Head Protection:** All employees must wear an approved hard hat when on the job. Hard hats are issued to every employee when hired. These are to be worn on every job.
2. **Eye Protection:** All eye protection must be ANSI Z87 approved. Safety glasses must be worn, and where

required must include appropriate side shields. If regular prescription glasses are not ANSI Z87 rated, then monogoggles can be worn over the glasses. Chemical splash guard goggles are required on all operations where solvents, acids, or caustics are used or in the vicinity. Appropriate goggles must also be worn at any other time a hazard exists - such as, grinding or chipping operations or welding.

3. When performing any job utilizing high pressure water, a full face shield is required. The full face shield is not a substitute for the safety glasses. Safety glasses are to be worn in conjunction with the full face shield.
4. **Ear Protection:** All employees that are subjected to high noise, over ninety (90) decibels are required to wear either ear plugs, or muffs. Generally, if you have trouble hearing someone speaking to you, you are in a loud noise area and you shall wear ear protection.
5. **Foot Protection:** Approved safety shoes or rubber shoes with steel toes must be worn on all job sites and while working in the shop. Work boots shall be clean and in good condition so footing will always be good.
6. **Hand and Body Protection:** Gloves and rain suits will provide protection from limited chemical contact. Where conditions warrant, additional protection such as chemical gloves or shin guards will be issued and shall be worn. It is required that all employees wear long sleeved shirts and pants to aid in the protection of the employees extremities.
7. **Respiratory Protection:** All employees subject to wearing respirators must first be found qualified via a pulmonary function test. Employees found qualified to wear a respirator will be required to complete respirator training which includes instruction on proper use, care and selection of respiratory equipment. Upon completion of the respirator training, each employee will then be issued a respirator. It is the employee's responsibility to inspect, clean and perform all maintenance necessary to his/her respirator as required. DO NOT ASSUME the respirator is in good operating condition; check it out.
8. Use the right type of respirator for the conditions encountered. Dust respirators shall be worn in dusty conditions. When organic vapors are present, a respirator designed for the type of vapor must be used. Fresh air masks must be worn when working in a confined space

that may be deficient in oxygen, contain toxic gases, or contaminant is unknown.

CAUTION: Not all respirator cartridges are effective for all environments or contaminants. Before using a respirator, make sure that you are also utilizing the proper cartridges.

XVII. Railroads

Working on or near a railroad can be very dangerous. Employees shall never stop or park on railroad tracks. Take an extra second and look around when crossing tracks. Railroads have a six (6) foot right of way on either side and use it on many occasions. It is not unusual to see an in-plant railroad car that is overhanging. In addition, these trains may move material that is extremely hot. This could cause an explosion hazard if a vehicle is close by. Keep in mind that generally any accident involving a train will not be the railroad's fault.

If work must be done on or near railroad tracks, there are some basic rules that must be followed. First of all, in no case shall such work be done unless the proper authorization is obtained from the customer. Once authorization is given the following procedure must be followed by the supervisor on the job.

1. Clamp a blue flag on the tracks in both directions. If a clamp cannot be used, set up the flag on a tripod.
2. Where possible, switches will be thrown to the opposite direction and locked.
3. Use flag protection when fouling tracks or if employees are working directly on the tracks.
4. Flags must be placed at the switch point at least 8 feet from any intersecting track unless it is necessary to flag the intersection.
5. If railroad cars are spotted on a track, flag protection must not, under any circumstances, be placed behind the cars but, instead, ALWAYS IN FRONT at the switch points and the clearance point.
6. Only the supervisor that placed the flags, locks and/or threw the switches shall remove them and clear the way for the trains, and then only if he/she is satisfied that nothing is left on the tracks that could possibly cause an incident.

7. If more than one trade or craft is working on the tracks, place your own blue flags out. Do not depend on the other contractors.

XVIII. Harnesses and Lifelines

When an employee is exposed to a possible fall of over four (4) feet or is in a confined work space in which emergency retrieval may be necessary, the employee must wear a full body harness with a lanyard. However, just wearing it is not enough. It must be used properly. Below are the general rules for use of these items.

1. When working off a ladder, scaffold or any other elevating device, the lifeline must be secured to a structure separate from the ladder, scaffold or elevating device.
2. All harnesses, lanyards and lifelines are to be inspected before use for fraying or other weak spots. Any defective item must be replaced.
3. Harnesses must be in good condition and the "D" ring must be centered in the back between the shoulder blades.
4. Bolts, shackles, safety snap hooks, "D" rings and metal links which connect parts of the lifeline system to each other shall be properly inspected and maintained at all times.
5. Only use lanyards that have been issued or approved by the company.
6. Fastening devices shall be self-closing and have an automatic locking device to prevent accidental opening.
7. Never use a lifeline with a splice in it.

XIX. Scaffolds and Ladders

C&K employees **DO NOT** erect, disassemble, move, operate, repair, maintain, or inspect scaffolds. Scaffolds are erected by a qualified scaffold company. There are lots of jobs requiring employees to climb up or work off of scaffolding and ladders. This can be very safe if some basic safety rules are followed. The general rules are listed below:

1. Scaffolds shall only be erected and tagged by or under the supervision of a qualified person.

2. Scaffolds must be inspected daily and after any alterations to insure that they are in good condition and conform to all applicable regulations. Each inspection must be documented and kept on file.
3. Red tagged scaffolding, scaffolding with no tag, or a scaffold that has not been inspected and signed off by qualified person using the green tag shall not be used.
4. Scaffolds higher than five (5) feet must have adequate guardrails, midrails and toe boards.
5. All clamps, hooks and locks shall be secured and in place prior to the use of any scaffold or ladder.
6. Scaffolding and metal ladders can not be used where there is a possibility of contact with electrical lines or sources.
7. Wood ladders shall be varnished, never painted.
8. When climbing up or down, always face the ladder and maintain 3 points of contact. Tools and materials shall be hauled up with the use of a hand line, not carried up.
9. Never try to overreach while working from a ladder or scaffold.
10. Ladders shall be inspected regularly for cracks, broken or loose members or other faults. If any are found, the ladder must be discarded, cut down or returned to manufacturer for repair, depending on the fault found.
11. Ladders shall be equipped with safety feet to prevent slipping and placed on a firm footing when in use.
12. Never try to waterblast from a ladder.
13. Use of non-fixed ladders must follow the 1:4 rule. Place the feet of the ladder one foot away from the structure for each four feet in height.

XX. Bloodborne Pathogens

Periodically, C&K Industrial Services, Inc. provides first aid and CPR training for employees. This training is provided on a voluntary basis. Due to the potentially infectious hazards associated with first aid and CPR activities, C&K Industrial Services, Inc. employees are not expected to provide these as part of their regular job functions. If you are involved in an emergency, only you can decide if you feel comfortable with the risk. If responding during a medical emergency, avoid direct contact with the victim's bodily fluids by utilizing proper personal protective equipment and proceeding with caution. If, at any time, you feel you may have been exposed to a potentially

infectious disease, inform the safety department immediately so a post incident vaccine and test can be conducted.

XXI. Cell Phone Policy

Cell phones play an integral role in our society. However, the convenience they offer must be judged against the hazards they pose. Using cell phones and other wireless or electronic units are considered distractions.

- A. **Driving on Public Roads:** All C&K employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving a company owned vehicle. If the driver must use a cell phone while driving on company business, or while driving a company owned vehicle, he or she must stop safely, secure the vehicle and then make or take the call. Hands-free cell phone use is permitted while driving for calls involving company business.
- B. **Driving on Customer Sites:** No use of a cell phone (hands free or otherwise) or similar electronic while driving on company business, or while driving a company owned vehicle on a customer's site.
- C. **Working and Operating Equipment:** No use of a cell phone (hands free or otherwise) or similar electronic while operating equipment (i.e.- Vac Truck, Hydroblaster, Pressure Washer, Combo, Camera Truck, etc.) or performing any other work, unless the phone call involves company business.
- D. **Personal Phone Call:** May only be allowed at work when the following conditions are meet:
 - i. You are on break or lunch and are not performing any work duties
 - ii. The customer does not have a policy which prohibits you from cell phone use, even during break and lunches.
- E. **Texting:** No texting is allowed while driving or working, except during breaks or lunch.

Disciplinary Action: Violations of this policy will result in immediate disciplines, up to and including termination

NOTE: This Affidavit properly executed and containing all required information must accompany your Bid. **IF YOU FAIL TO COMPLY YOUR BID WILL NOT BE CONSIDERED.**

STATE OF OHIO }

NON-COLLUSION AFFIDAVIT

CUYAHOGA COUNTY} SS

KEVIN LEIDICF being first
duly sworn deposes and says:

Individual only: That he is an individual doing business under the name of _____
at _____, in the City
of _____, State of _____

Partnership only: That he is the duly authorized representative of a partnership doing business
under the name of _____
in the City
of _____ State of _____

Corporation only: That he is the duly authorized, qualified and acting CONTRACT MANAGER
of CEK INDUSTRIAL SERVICES, INC., a corporation organized
and existing under the laws of the State of OHIO
and that he, said partnership or said corporation, is filing herewith a bid to the Northeast Ohio
Regional Sewer District in conformity with the foregoing specifications;

Individual only: Affiant further says that the following is a complete and accurate list of the
names and addresses of all persons interested in said proposed contract:

Affiant further says that he is represented by the following attorneys:

and is also represented by the following resident agents in Cuyahoga County,
Ohio _____

Partnership only: Affiant further says that the following is a complete and accurate list of the names and addresses of the members of said partnership:

Affiant further says that said partnership is represented by the following attorneys:

and is also represented by the following resident agents in Cuyahoga County, Ohio:

Corporation only: Affiant further says that the following is a complete and accurate list of the officers, directors and attorneys of said corporation:

President *ARTHUR KARAS* Directors:

Vice President *SCOTT DEAN*

Secretary

Treasurer

Cleveland Manager or Agent *PAUL HARRISON*

Attorneys

Statutory Agent

And the following officers are duly authorized to execute contracts on behalf of said corporation:

ARTHUR KARAS, SCOTT DEAN, KEVIN LEIDICAF

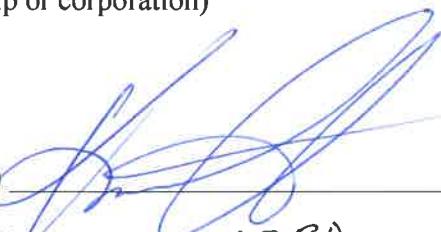
Affiant further says that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not, directly or indirectly, induced or solicited any other bidder to put in a false or sham bid and has not, directly or indirectly, colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price or said bidder or of any bid price or that of any other bidder, or to secure any advantage against Northeast Ohio Regional Sewer District or anyone interested in the proposed contract; that all statements contained in such bid are true; that said bidder has not, directly or indirectly, submitted his bid or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly, any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as hereinabove disclosed to have a partnership or other financial

interest with said bidder in his general business; and further that said bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing contract above referred to in the event the same is awarded to _____

C&K Industrial Services, Inc.

(name or individual, partnership or corporation)

Further affiant saith not.

(SIGN HERE) 

Sworn to before me and subscribed in my presence this 23 RD day

of MARCH 2020,

A.D., 2020.

Denise L. Budzinski
(Notary Public)

Denise L. Budzinski
Notary Public
State of Ohio
My Commission Expires
November 29, 2021

