

TECHNO ACOUSTICS HOLDINGS LLC

WORK SAFE- EARN REWARDS

Techno Acoustics Holdings, LLC encourages all employees to work safely. To aid in this effort, Techno has launched a safety incentive program.

Beginning in January 2008, Techno will include accident free including first aid free as a measure of performance for end of year bonuses.

Additionally, Techno will provide safety clothing to remind employees of our commitment to the health and well being of every employee.

Beginning in October 2007, supervisors and employees may be recognized randomly by management with a gift card or other monetary reward for performing safely and setting a good example for others.

On larger projects, foreman will be rewarded at the end of an accident free job. Also, all toolbox talks must be submitted to the safety director to qualify for any incentive reward. End of year performance bonuses will also be affected by the amount of accident free projects throughout the year.



JACK'S SAFETY TIPS

Techno's new safety committee met on October 3, 2007. Topics included safety incentives, embarking on a stretch and flex program, encouraging safe behavior and disciplinary action procedure regarding safety. The committee will meet seasonally and a newsletter expanding on the committee's discussions will be distributed soon thereafter.

A FEW REMINDERS: All apprentices must wear gloves while working at all times, no exceptions. Bakers six feet or higher must have safety rails for fall protection. Foremen, don't forget your weekly toolbox talks. Any questions, or concerns, call me at the office (718) 784-3730 or my cell (917) 295-3855.

KEEP UP THE GOOD AND SAFE WORK

Jack McCarthy
Safety Manager

Jeanne Martin
HR Director

Debbie Amodeo
Newsletter Editor

SAFETY FIRST

“Stretch & Flex” Program Reduces On-the-Job Injuries Improved Communications Is Also a Benefit

On a mission to proactively reduce strains and sprains at project sites in 1996, Skanska USA Building’s Oregon office, together with Bruce Madsen of Hi-Tech Sports Technology, pioneered a construction-specific, preventive exercise program called Flexible Solutions— more commonly known as “stretch & flex.” The program was gradually introduced to Oregon projects and continues to gain momentum within the company.

The pre-task exercise routine is now standard practice at many of the company’s jobsites throughout the country. If you are wondering why a construction firm would spend time and money on an exercise program in an industry where the work is already physically demanding, consider the fact that, according to the U.S. Bureau of Labor Statistics, strains and sprains account for more than 43 percent of non-fatal occupational injuries.

The goal of this program is to provide a viable method of addressing and reducing the risk and severity of back and musculoskeletal injuries that can occur while doing physical work. For 10 to 15 minutes at the start of the work day, the project superintendent leads participants in a set of 12 easy to perform exercises to prepare the body for action by increasing blood flow and warming up the muscles. Groups range from as small as 10 people to as many as 300 participants. The larger groups sometimes warrant the use of a microphone-led session. Because of the exercises, workers are less likely to experience an incident that results in a strain, sprain or more serious injury during the course of the day.

Over time, the exercises have been shown to raise the workers’ energy levels and to improve flexibility, strength and range of motion— all of which enhances a person’s capacity to do physical work without injury. Proponents of “stretch & flex” contend that taking time to stretch also helps employees prepare themselves mentally for the tasks they are about to perform—another important factor in reducing the potential for a work-related injury.

While the initial benefit on Skanska jobsites was injury prevention, it became evident as the initiative evolved that it added value in several areas:

***Team-Building**— Workers from different trades and companies have the opportunity to interact and build relationships. During the exercise routine, good-natured banter and laughter is the norm.

Communication— Project superintendents have the opportunity to address the entire team for a few minutes immediately following the exercises to touch base on relevant topics that facilitate scheduling and coordination between the various trades. It is a prime opportunity for project leadership to address jobsite issues while leading the team in their daily exercises.



***Planning**— Crews also use this opportunity to begin planning their scope of work for the day. When Flexible Solutions was first rolled out, initial impressions on the part of project teams ranged from very positive to uncertainty. Those who may have resisted at first, based on fear of lost productivity, now buy in to the program because they see its obvious value. The adoption of the “stretch & flex” program increased awareness and vigilance about co-workers’ safety, and improved communications. The process has endured not only because of the project teams’ leadership, encouragement and persistence, but also because the program works.

In a very short time the benefits were clearly evident. Reducing injuries saves money and enhances productivity.

How expensive is it to run the program? Based on the “train-the-trainer” concept, once the in-house instructors have been trained in leading the exercise routine, the program becomes self-administering.



“What fits your busy schedule better, exercising one hour a day or being dead 24 hours a day?”

Personal Protective Equipment

One way to prevent injury at work is to wear proper personal protective equipment. While there is specific protective equipment required for some jobs, there are other items necessary for any construction work. Know the hazards of your job, then wear or use the proper equipment to protect against those hazards. With any protective equipment, make sure you've been trained in what to wear or use, how to wear or use it correctly, how to care for it so it will provide maximum protection and how to recognize when the equipment needs replacing.

A **hard hat** protects your head against falling material, bumps, and spills or splashes. To ensure that it will provide maximum protection, make sure the sweatband and suspension straps are properly adjusted and inspect the hat every day for cracks, gouges, and frays or breaks in the straps. Don't drop the hat, throw it, drill holes in it or leave it near a window where the sun can rot the sweatband and straps. **Safety boots** with metal toecaps should be worn to protect your feet from being crushed by heavy loads or machinery. Thick-soled, puncture-proof boots protect the foot from punctures by nails and other sharps. Tall, rubber safety boots guard the feet and legs during wet concrete or asphalt work.

Well-maintained **safety glasses, goggles, face shields** or **helmets** – approved by the Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI) – protect your eyes from flying particles, dust, chemical splashes or radiant light.



Hearing protection devices (HDP) such as earmuffs and earplugs protect your hearing in noisy environments. But, they're only effective when properly inserted with clean hands or correctly placed over the ear. Employer-recommended **respirators** protect against hazardous airborne substances such as chemicals, dust or vapors. However, before using a respirator, you must pass a medical evaluation, be fit-tested, and be trained in its use, maintenance, inspection, and care. Ask your supervisor if any other type of personal protective equipment – such as **gloves, fall protection equipment, reflective vests or kneepads** – may be necessary for a job. Even if the job will only take a few minutes, that's all it would take for a serious or fatal injury to occur.

SAFETY MEETINGS/ TOOLBOX TALKS



All employees are required to participate in weekly safety toolbox talks given by their field superintendent on site. Employees have the right to ask their foreman to conduct such talks if they are not provided. The toolbox talk sign-in sheets must be submitted to the safety director

DISCIPLINARY PROCEDURE

Techno Acoustics Disciplinary Procedure operates on a 3 strike basis.

- 1) Employee will be informed by supervisor that he/she is not doing the right thing relating to safety. The supervisor will clarify the proper way to continue working. Also, the supervisor will remind the employee of disciplinary procedure if he/she continues to work in an unsafe manner.
- 2) If another incident occurs, employee will be notified that this is the second time they have been working in an unsafe manner and sent home for the rest of the day. Written documentation of the incident will be placed in the personnel file. The employee will be warned that a 3rd discretion warrants termination.
- 3) If a third incident occurs involving the same employee, he or she will be terminated immediately and will not be hired by Techno employee's in the future.

EMERGENCY PREPAREDNESS

Techno encourages all employees to be aware of their surroundings and understand the steps to follow in an emergency. In each new work area, with their supervisor for the location of:

-nearest fire exit

-all stairwells

-all elevators including freight



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tion



of:



Remember!

Pull
Aim
Squeeze
Sweep



EMPLOYEE DRESS CODE

It is the Policy of Techno Acoustics that all employees shall adhere to proper dress code.

Office Employees: Dress is casual business attire. In addition, office employees must wear personal protective equipment including but not limited to hard hats where required when visiting a job site.

Field employees: must wear shirt with sleeves (no cut-offs), correct footwear (no sneakers), long pants (no shorts). Additionally, all field employees must wear all personal protective equipment provided to them including but not limited to protective eye-wear, gloves and hard hats.