



Since 1973

SAFETY MANUAL

POLICY AND PROCEDURE

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COMMITMENT LETTER

MOORE CORPORATION

**TO ALL: EMPLOYEES, SUBCONTRACTORS, SUPPLIERS, AND CUSTOMERS
OF MOORE CORPORATION**

RE: SAFETY IN CONSTRUCTION

Safety in all Moore Corporation operations is not just a corporate goal, it is a requirement.

To this end, we have formulated this written policy to govern all the operations of Moore Corporation.

It is a condition of employment with Moore Corporation that all employees adhere faithfully to the requirements of this policy as well as the safety rules, instructions, and procedures issued in conjunction with it. Failure to do so will result in disciplinary action as outlined in the attached policy.

It is a condition of all subcontracts and purchase orders issued in conjunction with it, that all applicable state, federal, and local codes and regulations are adhered to. Failure to comply is a breach of contract terms.

All visitors to any Moore Corporation operation including but not limited to suppliers, owner representatives, agents of the architect or engineer, regulatory authorities and insurance company representatives shall be required to follow all safety rules and regulations in effect during their visit.

Moore Corporation will make an effort to ensure that the operations of other contractors not under our control do not endanger the safety of our employees. To this end, all employees are required to report hazardous activities of other employees to appropriate Moore Corporation officials.

The Safety Director, General Superintendent, Job Superintendent and foreman have the full support of management in enforcing the provisions of this policy as it relates to responsibilities assigned to them.

Sincerely,



**G. Paul Moore
President**

STATEMENT OF POLICY

It is the policy of this company to provide a safe and healthful place of employment for ALL OF ITS EMPLOYEES.

It is therefore the purpose of this stated policy to:

1. Abide by all federal, state, and local regulations as they pertain to construction.
2. Apply good sense and safe practices to all jobs.
3. Exercise good judgment in the application of this policy.
4. Protect the public from any and all hazards which result from our operations.

MANAGEMENT

1. Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.
2. Provide all supervisors with copies of appropriate rules and regulations.
3. Make available training necessary for employees where required.
4. Provide protective equipment for employees where required.
5. Impress upon all the responsibility and accountability of each individual to maintain a safe workplace.
6. Record all instances of violations and investigate all accidents.
7. Discipline any employee disregarding this policy.
8. Require all subcontractors as a matter of contract and all material suppliers through purchase order terms to follow safety rules.
9. Encourage all prime contractors to work safely.
10. Appoint a company employee with enforcement authority over safety rules.
11. Conduct safety inspections of all the company's jobsites, maintain records, and continually monitor the program for effectiveness.

PROJECT SUPERINTENDENTS COOPERATING WITH ON-SITE SAFETY PERSONNEL

1. Plan production so that all work is done in compliance with established safety regulations.
2. Be completely responsible for on-the-job safety and health and secure the correction of safety deficiencies.
3. Make sure proper safety materials and protective devices are available and used and all equipment is in safe working order.
4. Instruct foremen in safety requirements.
5. Review accidents, supervise correction of unsafe practices, and file accident reports.
6. Conduct jobsite safety meetings and provide employees with proper instruction in safety requirements.
7. Require conformance to safety standards from subcontractors.
8. Notify company office of safety violations.
9. Provide for the protection of the public from company operations.

10. Attempt to ensure safe performances by others present on the site, including owner and architect/engineer representatives, the general public, visitors, and the employees of other contractors.

JOB FOREMAN

1. Carry out safety program at the work level.
2. Be aware of all safety requirements and safe working practices.
3. Plan all work activities to comply with safe working practices.
4. Instruct new employees and existing employees performing new tasks on safe working practices.
5. Install and maintain devices to protect the public from company operations.
6. Make sure protective equipment is available and used.
7. Make sure work is performed in a safe manner and no unsafe conditions or equipment is used.
8. Correct all hazards, including unsafe acts and conditions that are within the scope of your position.
9. Secure prompt medical attention for any injured employees.
10. Report all injuries and safety violations.

WORKERS

1. Work safely in such a manner as to ensure your own safety as well as that of coworkers and others.
2. Request help when unsure about how to perform the task safely.
3. Correct unsafe acts or conditions within scope of the appropriate supervisor.
4. Report any uncorrected unsafe acts or conditions to the appropriate supervisor.
5. Report for work in good mental and physical condition to safely carry out assigned duties.
6. Avail yourself of company and industry sponsored safety programs.
7. Use and maintain all safety devices provided.
8. Maintain and properly use all tools under your control.
9. Follow all safety rules.
10. Provide fellow employees help with safety requirements.

ALL PERSONNEL

1. Strive to make all operations safe.
2. Maintain mental and physical health conducive to working safely.
3. Keep all work areas clean and free of debris.
4. Assess result of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
5. Before leaving work, replace or repair safety precautions signs removed or altered. Unsafe conditions should not be left to imperil others.
6. Abide by the safety rules and regulations of every construction site.
7. Work in strict conformance with federal, state, and local regulations.

SUBCONTRACTORS AND SUPPLIERS

1. Abide by the safety rules of contractors on site.
2. Notify all other contractors when their activities could affect the health or safety of other company employees.
3. Check in with jobsite supervisor before entering the jobsite.
4. Inform controlling contractor of all injuries to workers.
5. Report to controlling contractor any unsafe conditions that come to your attention.

ARCHITECTS, ENGINEERS, OWNERS, AND VISITORS SHALL BE REQUESTED TO:

1. Abide by all safety rules.
2. Inform construction site superintendent before entering a construction site.
3. Check in with the jobsite supervisor so personal protection equipment may be provided such as hard hats, eye protection and respirators if necessary.

GENERAL WORK RULE GUIDE

Abrasive Grinding

Abrasive wheel bench or stand grindings must have safety guards strong enough to withstand bursting wheels. Adjust work rests on grinders to a clearance not to exceed 1/8 inch between rest and wheel surface. Inspect and ring test abrasive wheels before mounting. Properly dress wheel before and after use.

Access

Use only safe means of access to and from work areas. Jumping from or to work areas is not allowed, nor is sliding down cables, ropes or guys.

Air Tools

Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection. Install and maintain safety clips or retainers in pneumatic impact tools to prevent attachments from being accidentally expelled. All hoses exceeding 1/2 inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure.

Attitude

All company employees are required to treat safety as the number one priority. As such, they are expected to report to work in good mental and physical condition to safely perform their assigned duties. Before starting any task, employees must consider and take appropriate protective measures.

Belt Sanding Machines

Belt sanders will not be used without guards in place.

Compressed Air, Use Of

Compressed air used for cleaning purposes may not exceed 30 psi, and then only for concrete form, mill scale, and similar cleaning operations. The use of compressed air to clean off yourself or other workers is not allowed.

Compressed Gas Cylinders

Put valve protection caps in place before compressed gas cylinders are transported, moved, or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being moved.

Compressed gas cylinders will be secured in an upright position at all times. Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot

become part of an electrical circuit. Oxygen and fuel regulations must be in proper working order while in use.

Concrete, Concrete Forms and Shoring

All protruding reinforcing steel, onto or into which employees could fall, must be guarded to eliminate the hazard of impalement. Wire mesh needs to be secure from recoiling.

Form work and shoring will be designed and constructed to safely support all loads imposed during concrete placement. All components will be inspected prior to erections. Drawings or plans of jack layout, form work, shoring, working decks and scaffolding systems will be available at the jobsite.

Forms and shores may not be removed until it has been determined that the concrete has gained sufficient strength to support its weight and superimposed loads.

Cranes or Derricks

Rated load capacities, recommended operating speeds, and special hazard warnings or instructions must be conspicuously posted on all equipment.

Instructions or warnings must be visible from the operator's station.

Accessible areas within swing radius of a crane must be barricaded to prevent employees from being struck or crushed by a crane.

Except where electrical distribution and transmission lines have been de-energized and visibly grounded, or where insulating barriers not a part of or an attachment to the equipment or machinery have been erected to prevent physical contact with lines, no part of a crane or its load shall be operated within 10 feet of a line rated over 50kV, or below; 10 feet + 0.4 inches for each 1kV over 50kV for lines rated over 50kV, or twice the length of the line insulator, but never less than 10 feet. Cranes will be inspected before each use by the operator. Any defects must be corrected before use. Logs of crane inspections must be kept with the crane.

Crane and Derrick Suspended Personnel Platforms

Crane and derrick suspended personnel platforms may not be used unless the erections, use, and dismantling of conventional means of reaching the worksite would be more hazardous or not possible. Equipment used for this purpose must be tested and equipped in strict accordance with 1926.550(g) or state plan equivalents.

Disposal Chutes

Use an enclosed chute whenever materials are dropped more than 20 feet to any exterior point of a building. When debris is dropped through floor holes without a chute, the area

where the material is dropped must be enclosed with barricades at least 42 inches high and not less than 6 feet back from the projected edges of the opening above. Post warning signs at each level.

Drugs and Alcohol

Use or possession of alcoholic beverage or non-prescription drugs on the jobsite is forbidden. Workers reporting under the influence of alcohol or controlled substance will not be allowed to work.

Electrical-General

All extension cords must be 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. No cord or tool with a damaged ground plug may be used. Splices must have soldered wire connections with insulation equal to the cable. Worn or frayed cables may not be used.

Except where bulbs are deeply recessed in a reflector, bulbs on temporary light will be equipped with guards. Temporary lights may not be suspended by their electric cords unless so designed.

Receptacles for attachment plugs will be of approved, concealed contact type. Where different voltages, frequencies, or types of current are applied, receptacles must be such that attachment plugs are not interchangeable.

Each disconnecting means for motors and appliances, and each service feeder or branch circuit at point of origin, must be legibly marked to indicate its purpose, unless located and arranged so that the purpose is evident.

Cable passing through work areas will be covered and disconnecting must be securely and rigidly fastened to mounting surface.

No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation. In work areas where the exact location of underground electric power lines is unknown, workers using jackhammers, bars or other hand tools, which may contact lines, must wear insulated protective gloves.

Electrical-GFCI or Inspection

15 and 20-ampere receptacle outlets on single-phase, 120-volt circuits for construction sites that are not part of the permanent wiring of the building or structure, must be protected by either ground-fault circuit interrupters or an assured equipment grounding conductor program.

An assured equipment grounding conductor program covers all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and equipment connected by cords and plugs.

Inspect each cord set, attachment cap, plug and receptacle or cord sets, and any equipment connected by cord and plug, except cord sets and receptacles that are fixed and not exposed to damage, before each day's use for external defects and possible internal damage. Remove from service for repair immediately any defective items.

Tests will be recorded. The test record must identify each receptacle, cord set, and cord and plug-connected equipment that passes the test, and will indicate the last date it was tested or the interval for which it was tested. No electrical tool or cord may be used unless it has been tested according to the company's assured grounding program. The noncurrent-carrying metal parts of fixed, portable and plug-connected equipment must be grounded, except those protected by an approved system of double insulation. The path from circuits, equipment, structures, and conduit or enclosures to ground must be permanent and continuous and have ample current carrying capacity.

Equipment Operation

No employee will operate electric, gas or hand-powered tools or equipment unless familiar with use of the item and safety precautions required. Supervisors will provide necessary safety information for all tasks and equipment.

Excavation and Trenching

Before opening any excavation, efforts (including utility company contact) must be made to determine if there are underground installations in the area. Underground utilities must be located and supported during excavation operations.

Walls and faces of trenches 5 feet or more in depth and all excavations in which employees are exposed to danger from moving ground or cave-in, must be guarded by shoring or sloping.

Where employees may be required to enter excavations, excavated material must be stored at least 2 feet from the edge of the excavation.

Appoint a competent person. Make daily inspections of excavations. If evidence of possible cave-ins or slides is apparent, cease all work in the excavation until precautions have been taken.

Excavations over 20 feet deep must have shoring or sloping designed by a professional engineer. Trenches 4 feet deep or more require adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.

Eye and Face Protection

Eye and face protection will be provided and must be worn when machines or operations present potential eye or face injury. Employees involved in welding operation must wear filter lenses or plates of the proper shade number. Employees exposed to laser beams must use suitable laser safety goggles that will protect for the specific wavelength of the laser and be optical-density (O.D.) adequate for the energy involved.

Goggles will be worn over employee owned prescription glasses that do not meet industrial safety standards.

Fencing

Security fencing protects employees, the company and the general public. All fencing must be maintained by all employees to the extent of their job description. Report to your supervisor defects beyond your ability to repair.

Fire Protection

Fire fighting equipment must be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition. Report any inoperative or missing equipment to your supervisor.

If the project includes automatic sprinkler protection, installation will closely follow construction and be placed in service, as soon as applicable laws permit, following completion of each story.

Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or Major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet with at least one extinguisher per floor. In multi-story building, at least one fire extinguisher must be located adjacent to the stairway.

Flag Personnel

When signs, signals, and barricades do not provide necessary protection on or adjacent to a highway or street, flag personnel or other appropriate traffic control, must be used. Flag personnel will wear a red or orange warning garment. Warning garments worn at night will be of reflectorized material.

Flammable and Combustible Liquids

Only approved containers and portable tanks will be used for storage and handling of flammable and combustible liquids.

No more than 25 gallons of flammable or combustible liquids may be stored in a room outside of and approved storage cabinet.

No more than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in any one storage cabinet.

No more than three storage cabinets may be located in a single storage area. Inside storage cabinets may be located in a single storage area. Inside storage rooms for flammable or combustible liquids must be of fire-resistible construction, with self-closing fire doors, 4-inc sills or depressed floors, a ventilation system of at least six air changes per hour, and electrical wiring and equipment approved for Class 1, Division 1 locations.

Storage in containers outside buildings may not exceed 1,000 gallons in any one pile or area. Grade storage areas to divert possible spills away from buildings or other exposures, or surround storage with a curb or dike. Locate storage areas at least 20 feet from any buildings and keep free from weeds, debris, and other combustible materials. Keep flammable liquids in closed containers when not in use.

Floor Openings, Open Sides, Hatchways, Etc.

Guard openings with a standard guardrail and toe boards or cover. Provide railing on all sides, except at entrances to stairways.

Every open-sided floor or platform, 6 feet or more above adjacent floor or ground level, must be guarded by a standard railing, or equivalent, on all open sides except where there is entrance to a ramp, stairway, or fixed ladder.

Runways 4 feet high or more need standard railings on all open sides.

Guard ladderway floor openings or platforms with standard guardrails and standard toe boards on all exposed sides, except at entrance to openings, with passage through the railing provided by a swinging gate or offset so a person cannot walk directly into opening.

Temporary floor opening will have standard railings or effective covers.

Floor holes into which persons can accidentally walk will be guarded by either a standard railing with standard toe board on all exposed sides, or a standard floor hole cover.

While the cover is not in place, the floor hole will be protected by a standard railing.

Gases, Vapors, Fumes, Dusts, and Mists

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants" of the ACGIH should be avoided.

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures will be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical

measures used for this purpose must be reviewed for each particular use by a technically qualified person. Employees will wear all furnished equipment at all times.

Hand Tools

Employees will not use unsafe hand tools. Wrenches may not be used when jaws are sprung to the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooded tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle.

Electric-power operated tools will either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.

Hard Hats

Hard hats will be worn at all times on construction sites.

Hazard Communication

Employees will receive training on their rights, duties, and responsibilities under the Hazard Communication Standard. A copy of the company's program and the standard will be made available to all employees on request. Employees will review Material Safety Data Sheets when working with a covered material for the first time and anytime thereafter when a question arises. Safety precautions outlined on Material Safety Data Sheets are to be followed.

Hearing Protection

Hearing protection will be worn in areas where sound levels may exceed 85 decibels.

Heating Devices, temporary

Fresh air must be present in sufficient quantities to maintain the safety of workers. Solid fuel salamanders are prohibited in buildings and on scaffolds.

Hoists, Material and Personnel

Rated load capacities, recommended operating speeds, and special hazard warnings or instructions posted on cars and platforms may not be exceeded. Entrances to material hoists will be protected by substantial full width gates or bars. Hoist way doors or gates of personnel hoists will be not less than 6 feet 6 inches high, and be protected with mechanical locks, which cannot be operated from the landing side and are accessible only to persons on the car. Provide overhead protective covering on the top of the hoist cage or platform.

Horseplay

All disruptive activities usually referred to as "horseplay" are forbidden. No practical jokes or fights will be tolerated.

Housekeeping

Form and scrap lumber with protruding nails and other debris will be kept clear from work areas. Remove combustible scrap and debris at regular intervals. Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances.

At the end of each phase of work, return all tool and excess material to the proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping his or her work areas clean.

Illumination

Construction areas should be liquid to not less than minimum illumination listed while work is in progress:

Foot Candles

Area of Operation

**Illumination
Intensity-5**

General Construction area lighting:
General construction areas, concrete placement, active storage areas, loading platforms, refueling and field maintenance areas, stairways

**Illumination
Intensity-5**

Indoor: warehouse, corridors,
hallways, exitways

**Illumination
Intensity-5**

Tunnels, shafts and general underground work areas (Exception: minimum of 10-foot candles is required at tunnel and shaft during drilling, mucking, and scaling. Bureau of Mines approved cap lights shall be acceptable for use in heading)

**Illumination
Intensity-5**

General construction plant and shops (For example: batch plants screening plants, mechanical and electrical store rooms, carpenters shops, rigging lofts and active storerooms, mess halls, indoor toilets, and workrooms.)

Injuries

All injuries, even those that appear to be slight, will be reported immediately to your supervisor.

Jointers

Each hand-fed planer and jointer with a horizontal head must be equipped with a cylindrical cutting head. Keep the opening in the table as small as possible. Each hand-fed jointer with a horizontal cutting head must have an automatic guard to cover the section of the head on working side of fence or cage. Guards may not be removed.

A proper jointer guard will automatically adjust itself to cover unused portion of the head, will remain in contact with material at all times. Each hand-fed jointer with horizontal cutting head must have a guard that will cover the section of the head back of the cage or fence.

Ladders

The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, withdraw them from service immediately. Place portable ladders on a substantial base at a 4-1 pitch, have a clear access at top and bottom, extend a minimum of 36 inches above landing, or, where not practicable, provide grab rails. Secure against movement in use.

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors.

Lasers

Only trained employees will be allowed to operate lasers. Employees will wear proper eye protection where there is a potential exposure to laser light greater than 0.005 watts (5 milliwatts).

Beam shutters or caps will be utilized, or laser turned off, when laser transmission is not actually required. When lasers are left unattended for a substantial period of time, turn them off.

Liquefied Petroleum Gas (LPG)

Each system will have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type. Each container and vaporizer must be provided with one or more approved safety relief valves or devices. Containers will be placed upright on firm foundations or otherwise firmly secured.

Portable heaters must be equipped with an approved automatic device to shut off the flow of gas in event of flame failure. Storage of LPG within buildings is prohibited. Storage locations must have at least one approved portable fire extinguisher, rated not less than 20-B.C.

Masonry Access Zone

Limited access zones are to be established in the unscaffolded side of unbraced masonry walls. The zones are to be equal to the finished height of the wall, plus four feet.

Medical Services and First Aid

When a medical facility is not readily available:

The telephone numbers of physicians, hospitals, or ambulances must be conspicuously posted.

Motor Vehicles and Mechanized Equipment

Check all vehicles in use at beginning of each shift to assure all parts, equipment and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before placing vehicle in service.

No employee shall use any motor vehicles, earthmoving, or compacting equipment having an obstructed view to the rear unless: vehicle has a reverse signal alarm distinguished from the surrounding noise level, or vehicle is backed up only when an observer signals it is safe to do so.

Heavy machinery, equipment, or parts thereof, which are suspended or held aloft, will be substantially blocked to prevent falling or shifting work under or between them.

Personal Protective Equipment

The employee is responsible for wearing appropriate personal protective equipment in operations where there is exposure to hazardous conditions, or where need is indicated to reduce hazards.

Lifelines, safety belts, and lanyards will be used only for employee safeguarding. Employees working over or near water, where danger of drowning exists, will wear U.S. Coast Guard-approved life jackets or buoyant work vests.

Powder-Actuated Tools

Only trained employees will be allowed to operate powder-actuated tools. All powder-actuated tools will be tested daily before use and all defects discovered before or during use

will be corrected. Tools will not be loaded until immediately before use. Loaded tools will not be left unattended.

Power Transmission Mechanical

Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard. No equipment may be used without guards in place.

Protection of the Public

All company personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc. as may be necessary.

Radiation, Ionizing

Pertinent provisions of the Atomic Energy Commission's Standards for Protection Against Radiation (10 CFR Part 20) relating to protection against occupational radiation exposure, will apply. Persons using radioactive material or X-rays will be specially trained, or licensed if required.

Railings

A standard railing will consist of top rail, intermediate rail, toe board, and posts, and have a vertical height of approximately 42 inches from upper surface of top rail to floor, platform, etc. The top rail of a railing will be smooth-surfaced, with strength to withstand at least 200 pounds. The intermediate rail will be approximately halfway between top rail and floor.

A stair railing will be of construction similar to a standard railing, but the vertical height will not be more than 34 inches nor less than 30 inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread.

Respiratory Protection

In emergencies, or when feasible engineering or administrative controls are not effective in controlling toxic substances, approved respiratory protective equipment will be provided and used. Respiratory protective equipment will be approved for the hazardous material involved and extent and nature of work requirements and conditions. Employees required to use respiratory protective devices will be thoroughly trained in their use. Respiratory protective equipment will be inspected regularly and maintained in good condition.

Rollover Protective Structures (ROPS)

Rollover Protective Structures (ROPS) standards apply to the following types of materials handling equipment:

All rubber-tired, self-propelled scrapers, rubber-tired front-end loaders, rubber-tired dozers, wheel-type agricultural and industrial tractors, crawler-type loaders, and motor graders, with or without attachments that are used in construction work. This requirement does not apply to sideboom pipelaying tractors.

Safety Nets

Safety nets are required when workplaces are more than 25 feet above the surface and the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, safety belts are impractical. State or local regulations may differ.

Saws

All portions of band saw blades will be enclosed or guarded, except for working portion of blades between bottom of guide rolls and table.

Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe.

The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper retraction and contact with work, and will automatically return to covering position when blade is removed from the work.

Radial saws will have an upper guard, which completely encloses upper half of the saw blade. The sides of lower exposed portion of blade will be guarded by a device that will automatically adjust to the thickness of and remain in contact with material being cut. Radial saws used for ripping must have non-kickback fingers or dogs. Radial saws used will be installed so the cutting head will return to starting position when released by operator.

All swing or sliding cut-off saws will be provided with a hood that will completely enclose the upper half of the saw.

Limit stops will be provided to prevent swing or sliding type cut-off saw from extending beyond the front or back edges of the table.

Each swing or sliding cut-off saw will be provided with an effective device to return the saw automatically to the back of table when released at any point of its travel.

Inverted sliding cut-off saws will be provided with a hood that will cover the part of the saw that protrudes above top of the table or material being cut.

Circular table saws will have a spreader aligned with the blade, spaced no more than ½ inch behind the largest blade mounted in the saw. Circular table saws used for ripping will have non-kickback fingers or dogs. Feed rolls and blades of self-fed circular saws will be protected by hood or guard to prevent the hands of the operator from coming into contact with inrunning rolls at any time.

Scaffolds (General)

Scaffolds will be capable of supporting 4 times maximum intended load and will be erected on sound, rigid footing, capable of carrying the maximum intended load with settling or displacement.

Guardrails and toe boards will be installed on all open sides and ends of platforms more than 10 feet above ground or floor. Exceptions to this would be needle beam scaffolds and floats which require the use of safety belts. Scaffolds 4 feet to 10 feet in height, with a minimum dimension in either direction of less than 45 inches, will have standard guardrails installed on all sides and ends.

There will be a screen with maximum ½-inch openings between toe boards and guardrails, where persons are required to work or pass under scaffolds. Planking will be Scaffold Grade, or equivalent, as recognized by approved grading rules for the species of wood used. Overlap scaffold planking a minimum of 12 inches or secure from movement.

Scaffold planks will extend over end supports not less than 6 inches or more than 12 inches. Scaffolding and accessories with defective parts will be immediately replaced or repaired.

Scaffolds (Mobile)

Platforms will be tightly planked with full width of scaffold, except for necessary entrance opening. Platforms will be secured in place.

Guardrails made of lumber, not less than 2 x 4 inches (or equivalent) approximately 42 inches high, with a midrail of 1 x 6 inch lumber (or equivalent), and toe boards, will be installed at all open sides and ends on scaffolds more than 10 feet above ground or floor. Toe boards will be a minimum of 4 inches in height. Where persons are required to work or pass under scaffolds, install wire mesh between toe boards and guardrail.

Scaffolds (Swinging)

On suspension scaffolds designed for a working load of 500 pounds, no more than two persons will be permitted to work at one time. On suspension scaffolds with a working load of 750 pounds, no more than three persons may work at one time. Each employee will wear an approved safety belt securely attached to a lifeline. The lifeline will be securely attached to substantial members of the structure (not scaffold), or to securely rigged lines, which will safely suspend employee in case of fall.

Scaffolds (Tubular Welded Frame)

Scaffolds will be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally. Cross braces will be of such length as will automatically square and align vertical members so erected scaffold is plumb, square, and rigid. All brace connections will be made secure.

Signs

For the protection of all, warning signs such as "No Smoking," "Keep Out," "Eye Protection Required," "Out of Order-Do Not Use," and "Authorized Personnel Only" will be posted. All employees will obey these directions and aid in maintaining the signs.

Stairs

Flights of stairs having four or more risers will be equipped with standard stair railings or handrails as specified below. Stairways less than 44 inches wide with one side open must have at least one stair railing on the open side. Stairways less than 44 inches wide having both sides open must have one stair railing on each side. Stairways more than 44 inches wide but less than 88 inches wide must have one handrail on each enclosed side and one stair on each open side. On all structures 20 feet or over in height, stairways, ladders, or ramps will be provided. Rise height and tread will be uniform throughout any flight of stairs.

Storage

All materials stored in tiers will be secured to prevent sliding, falling or collapse.

Aisles and passageways will be kept clear and in good repair.

Stored materials will not obstruct exits. Materials will be sorted with due regard to fire characteristics.

Tire Cages

A safety tire rack, cage, or equivalent protection will be provided and used when inflating, mounting, or dismounting tires on split rims equipped with locking rings or similar devices.

Toilets

Toilets will be provided according to the following: 20 or fewer persons – one facility; 20 or more persons – one toilet seat and one urinal per 40 persons – one toilet seat and one urinal per 50 persons. Remember to provide facilities with locks for female employees.

Wall Openings

Wall openings, from which there is a drop of more than 4 feet and the bottom of opening is less than 3 feet above working surface is such that a standard rail or intermediate rail will effectively reduce the danger of falling, one or both will be provided. The bottom of a wall opening, which is less than 4 inches above the working surface, will be protected by a standard toe board or an enclosing screen.

Welding, Cutting and Heating

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention will be taken in areas where welding or other "hot work" is being done. No welding, cutting or heating will be done where the application of flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flash devices.

Arc welding and cutting operations will be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.

When electrode holders are left unattended, electrodes will be removed and holder will be in place or protected so they cannot make electrical contact. All arc welding and cutting cables will be completely insulated. There will be no repairs or splices within 10 feet of electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable will be repaired or replaced.

Fuel gas and oxygen hose must be easily distinguishable and not interchangeable. Inspect hoses at beginning of each shift and repair or replace if defective.

General mechanical or local exhaust ventilation or air line respirators will be provided, as required, when welding, cutting or heating hazardous materials or in confined spaces. Always wear approved tinted eye protection when welding or when in areas where welding is being done.

Wire Ropes, Chains, Ropes, and Other Rigging Equipment

Wire ropes, chains, ropes, and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately.

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, or other such attachments will not be used. When U-bolts are used for eye splices, the U-bolt will be applied so the "U" section is in contact with dead end of rope.

Woodworking Machinery

All fixed power-driven woodworking tools will be provided with a disconnect switch that can be locked or tagged in the off position.

HAZARD COMMUNICATION PROGRAM

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards, and other types of warning devices.

A. Chemical Inventory:

1. Moore Corporation maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from the Job Supervisor.
2. Hazardous chemicals brought onto the worksite by Moore Corporation will be included on the hazardous chemical inventory list.

B. Container Labeling:

1. All chemicals on site will be stored in their original or approved containers with proper label attached, except small quantities for immediate use. Any containers not properly labeled should be given to Job Supervisor.
2. Workers may dispense chemicals from original containers only in small quantities for immediate use. Any chemical left after work is completed must be returned to the original container or Job Supervisor for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. Moore Corporation will rely on manufacturer-applied labels whenever possible, and will ensure that these labels are maintained. Containers that are labeled, or from which the manufacturer's label has been removed, will be relabeled.
5. Moore Corporation will ensure that each container is labeled to identify any hazardous chemical inside and any appropriate hazard warnings.

C. Material Safety Data Sheets (MSDS)

1. Employees working with hazardous chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDS's should be made to the Job Supervisor.
2. MSDS's should be available, and standard chemical reference may also be available, on the site to provided immediate reference to chemical safety information.
3. An emergency procedure to gain access to MSDS's information will be established.

D. Employee Training

Employees will be trained to work safely with hazardous chemicals.

1. Methods that may be used to detect a release of hazardous chemical(s) in the workplace.

2. Physical and health hazards associated with chemicals.
3. Protective measures to be taken.
4. Safe work practices, emergency responses and use of personal protective equipment.
5. Information on the Hazard Communication Standard including:
 - Labeling and warning systems, and
 - An explanation of Material Safety Data Sheets.

E. Personal Protective Equipment (PPE)

Required PPE is available from Job Supervisor. Any employee found in violation of PPE requirements may be subject to disciplinary action up to and including dismissal.

F. Emergency Response:

1. Any incident of over exposure or spill of hazardous chemical/substance must be reported to the Job Supervisor at once.
2. The foreman, or the immediate supervisor, will be responsible for ensuring that proper emergency response actions are taken in leak/spill situations.

G. Hazards of Non-Routine Tasks:

1. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
2. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. When necessary, areas will be posted to indicate the nature of the hazard involved.

H. Informing Other Employers:

1. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
2. Information on hazardous chemicals known to be present will be exchanged with other employers.
3. Moore Corporation's written hazard communication program will be readily accessible to other onsite employers.

I. Posting:

Moore Corporation has posted information for employees at job sites on the Hazard Communication Standard.

J. Special Hazardous Conditions:

When employed by clients having special or unique hazardous conditions, their Hazard Communication Standard Data (Material Safety Data Sheets) for the project may be located at the designated Field Site.

MOORE CORPORATION

NOTICE

The company prohibits the use, possession, or distribution on its premises, facilities or work places of any of the following: alcoholic beverages, intoxicants and narcotics, illegal or unauthorized drugs (including marijuana), "look-alike" (simulated) drugs, and related drug paraphernalia.

Company employees must not report for duty under the influence of any drug, alcoholic beverage, intoxicant or narcotic or other substance (including legally prescribed drugs and medicines) which will in any way adversely affect their working ability, alertness, coordination, response, or adversely affect the safety of others on the job.

Entry into or presence on company premises, facility or workplace by any person is conditioned upon the company's right to search the person, personal effects, vehicles, lockers, baggage and quarters of any employee or other entrance for any substances named in the paragraphs above. By entering into or being present on company premises, facility or workplace, any person is deemed to have consented to such searches which may include periodic and unannounced searches of anyone while on, entering or leaving company premises, facility or workplace. These searches may include the use of electronic detection devices, scent trained dogs or the taking of blood, urine, or saliva samples for testing to determine the presence of substances named in the paragraphs above. The company also reserves the right, at all times to have authorized personal conduct periodic examinations of its employees and the employees of its subcontractors and suppliers for the purpose of determining if any such persons present on a company jobsite are using marijuana, illegal drugs, or alcohol.

THE TAKING OF BLOOD, URINE, OR SALIVA SAMPLES FOR TESTING MAY ALSO BE REQUIRED FROM ANY PERSON ON COMPANY PREMISES OR WORKPLACE WHO IS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL, WHO IS INVOLVED IN A VEHICLE ACCIDENT, OR WHO IS INJURED IN THE COURSE OF EMPLOYMENT.

Any person who refuses to submit to search, screening or testing as described in this policy, or who is found using, possessing or distributing any of the substances, is subject to disciplinary action including immediate discharge of an employee, or removal and future prohibition from the premises, if not our employee.

Legally prescribed drugs may be permitted on company premises or work locations, provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession. Any person in possession of a valid prescription drug when on or entering the company premises or workplace locations may be required to complete a "prescription drug" form and the company may, as it deems appropriate, determine if the drug produces hazardous effects.

The company has the right, in its discretion, to report the use, possession or distribution of any substance named in the first paragraph of this policy to law enforcement officials and to turn over to the custody of law enforcement officials any such substances on company property.



G. Paul Moore
President

Moore Corporation

DRUG AND ALCOHOL POLICY

Effective Date: June 1, 2008

Purpose of the Policy

Moore Corporation maintains a Drug and Alcohol Policy to help guarantee employees, contractors, and customers a safe workplace, to comply with federal and Alabama law, and to meet the demands of our customers and insurers who may require us to drug test. All employees need to recognize that any unlawful drug use, even off-duty, can affect performance and the safety of others.

Our Rules About Drug Use

Moore Corporation as a condition of initial and continued employment, requires all employees to report to work and perform their duties without any unlawfully used drugs in their system. We also will not tolerate employees using, possessing, manufacturing, distributing or making arrangements to distribute unlawfully used drugs while at work or on Company or project property, including vehicles. We prohibit outside conduct which is unlawful, or affects your work, our relationship with the government or our customers, or reflects badly on the Company. Although properly using medication is not prohibited, you must consult with your supervisor or Company physician when you are legitimately taking medication which may affect your work. You must maintain any prescription medication in the original container labeled with the name of the employee and the prescribing physician. You may not take another individual's medication.

Our Rules About Alcohol Use

Employees shall not consume or possess alcohol during work hours, including at lunch or breaks, or while on Company or project property, including vehicles, except where approved by senior management. Employees will also be subject to discipline, including discharge, where they are in any way affected by alcohol, while on duty or on Company or project property. An employee who tests positive for alcohol while on duty or on Company or project property will be presumed to have violated this rule. Under no circumstances may an employee operate a Company or personal vehicle during work while leaving work or a Company function where he or she are in any way affected by alcohol.

How and When We Will Test

1. Pursuant to Section 25-5-51 of the Alabama Code the Company will test all employees for drugs after a reportable workplace injury or disease requiring more than minimal onsite first aid. We will follow the test procedures set out in part 40 of volume 49 of the Code of Federal Regulations. Pursuant to Section 25-5-51, a positive test result will establish a conclusive presumption of impairment resulting from the use of illegal drugs, and workers' compensation payments may be denied. Compensation shall also be denied where an employee refuses to submit to or cooperate with a blood or urine test.
2. The Company will test employees for drugs and/or alcohol where management has reasonable suspicion that an employee has violated the Drug and Alcohol policy, unlawfully used drugs, or has alcohol or drugs present in his or her system. [Optional]
3. Employees who operate vehicles on the streets which weigh in excess of 26,000 pounds will also be tested as required by the Federal Highway Administration and state Motor Carrier Safety Regulations, including at re-certification physical examinations. [Optional]

Employee

Date

Moore Corporation

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Employee

Date

4. The Company will test applicants and employees at all occasions required by government regulations or customer or general contractor requirements. [Optional]

Upon receiving a positive result individuals should report their use of all medications in order to explain positive results which were due to legitimate medication use.

Education

The Company will provide information to employees regarding the dangers associated with drug and alcohol abuse, the Company's rules, and available public sources of rehabilitation and counseling.

Rehabilitation

Anyone who needs help for drug or alcohol problems should immediately seek assistance and quit abusing drugs and alcohol before he or she is caught in violation of the policy. Any questions should be directed to the Coordinator-Sam J Moore, Jr, or in his or her absence the Back Up-Paul Moore.

Searches

Although, we are not implementing random search programs, we continue to reserve the right to search at any time, desks, cabinets, tool boxes, vehicles, including personal vehicles brought on Company or project property, bags, or any other property at the Company, a project site, or in vehicles, with or without notice. [Optional]

Discipline

Violation of these rules, including by testing positive, will subject employee to discipline, including immediate discharge. Refusal to cooperate with the Company in any test, search or investigation will result in discipline, including immediate discharge. As explained above under "Testing," a refusal to cooperate or a positive result after an accident may result in a loss of workers' compensation benefits.

I have read the above statement of policy and agree to abide by the Company's drug and alcohol rules. In consideration for my employment I agree to submit to a drug or alcohol test when required by the Company. I authorize any laboratory or medical provider to release test results to a Moore Corporation Company official and/or its Medical Review Officer ("MRO").

I expressly authorize the Company or MRO to release any test-related information, including positive results, to the Company's insurers, any Unemployment Compensation Commission or other court, government agency or party investigating or challenging my employment or the termination thereof. I understand that the Company may revise its drug and alcohol rules, without advance notice, and may begin testing employees at times other than the four occasions explained above.

In consideration for hire or continued employment, I release any legal claims I may have against Moore Corporation and its affiliates, officers and employees for requiring a drug and/or alcohol test and for any adverse employment action taken as a result of the test or its results except for claims of negligence against those who collect, test and analyze specimens. I understand that this agreement in no way limits my or the Company's right to terminate employment at any time for any reason.

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Employee

Date

**NOTICE:
DRUG TESTING AND YOUR
WORKERS' COMPENSATION COVERAGE**

Under 1992 Alabama Law, workers who are injured at the workplace or in the course of employment will be tested for drugs and if impaired, will not be paid benefits under the Alabama Workers' Compensation Law:

"A positive drug test conducted and evaluated pursuant to standards adopted for drug testing by the U.S. Department of Transportation in 49 C.F.R. Part 40 shall be a conclusive presumption of impairment resulting from the use of illegal drugs. No compensation shall be allowed if the employee refuses to submit to or cooperate with a blood or urine test as set forth above after the accident after being warned in writing by the employer that such refusal should forfeit the employee's right to recover benefits under this chapter."

WARNING:

As of July 3, 1994 drug abuse law requires employers to have a written policy. A stronger law, Act 94-719, on the use of illegal drugs in the workplace has been enacted by the Alabama legislature and signed by the Governor. It became effective for separations occurring after July 3rd.

The law denies unemployment benefits to those workers who test positive for illegal drugs in violation of company policy. The new law provides more clearly defined guidelines for employers and the Industrial Relations Department in dealing with drug use.

Drug policies must be written and must apply to all employees of a company, regardless of position or classification.

Separated workers who file for unemployment benefits may be disqualified for:

- The use of illegal drugs, or
- The refusal to submit to or cooperate with a blood or urine test, or
- Knowingly altering or adulterating a blood or urine specimen

A disqualification can be imposed only when the following criteria have been met by the employer:

- The employer has a reasonable drug policy
- The drug test was conducted or evaluated according to standards of the U.S. Department of Transportation by 49 C.F.R. Part 40 or other reliable standards.

Employee

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- The drug test was conducted or evaluated according to standards of the U.S. Department of Transportation by 49 C.F.R. Part 40 or other reliable standards.

Employee

Date

- The employee has been advised in writing of the provisions of the employer's policy and that either testing positive or refusing to submit to or cooperate with a blood or urine test could result in termination of employment, which is now being done.

Moore Corporation now warns you the refusal to take a urine or blood test after an accident will forfeit your rights to recover benefits under the Alabama Workers' Compensation Act and the Alabama Unemployment Compensation Law 94-719 effective July 3, 1994.

I have read and understand the foregoing statement.

Employees Signature

Date

Witness

Address

City, State and Zip Code

If an employee refuses to sign the above, please have two witnesses sign below:

Witness

Address

City, State and Zip Code

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