

QUALITY INTERIORS, INC.

A SPECIALTY CONTRACTOR



MICCS'S Excellence in Safety Award



APPLICATION

MICCS EXCELLENCE IN SAFETY AWARDS

NOTE: A copy of this completed application must accompany each of the five copies of all awards submissions in this category.

Name of Company: Quality Interiors, Inc.

Person Preparing Entry: Marsha Pugh

Phone: (317) 713-7070 Fax: (317) 713-7055

Email: mpugh@qiico.com

Person Who Will Accept any Award(s): Charles M. Morris, IV

Check Category of Award this Entry Supports:

- CONTRACTORS**
 - GENERAL**
 - Below 300,000 man-hours during calendar year 2007**
 - Above 300,000 man-hours during calendar year 2007**
 - ELECTRICAL**
 - MECHANICAL**
 - SPECIALTY**
- OWNERS**
- CONSTRUCTION MANAGERS/DEVELOPERS**
- DESIGN PROFESSIONALS**

MICCS EXCELLENCE IN SAFETY AWARDS

THREE (3) JOBSITES AVAILABLE FOR INSPECTION

(must be within 60 miles of downtown Indianapolis AND/OR within 60 miles of Lafayette)

JOBSITE #1

NAME OF PROJECT: Lilly Tippecanoe Lab

ADDRESS: 2010 Lilly Road, Lafayette, IN 47905

JOBSITE PHONE: (765) 477-4316

CONTACT PERSON AT SITE: Kenny Myers

PERSON TO PROVIDE PRE-AUTHORIZATION: Kenny Myers

COMPANY (IF DIFFERENT): _____

PHONE: _____

OWNER REPRESENTATIVE: Eli Lilly & Co. (Safety Management Group)

PHONE: _____

GENERAL CONTRACTOR: Freitag Weinhardt, Inc

PHONE: (765) 477-4795

CONSTRUCTION MANAGER: _____

PHONE: _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PLEASE LIST):

Hard Hats, Gloves, Safety Glasses, Steel Toe Shoes, Hearing Protection

SECURITY CLEARENCE AUTHORIZATION

NAME: _____ PHONE: _____

PLEASE INDICATE THE DEGREE TO WHICH YOUR COMPANY IS RESPONSIBLE FOR SAFETY ON THIS JOBSITE: _____

Maintain safety of our scope of work, and follow guidelines set by

general contractor and owner.

JOBSITE #2

NAME OF PROJECT: WFYI Addition & Renovation

ADDRESS: 1630 N. Meridian St.

Indianapolis, IN

JOBSITE PHONE: (317) 281-6814

CONTACT PERSON AT SITE: Kevin Hofmann

PERSON TO PROVIDE PRE-AUTHORIZATION: Kevin Hofmann

COMPANY (IF DIFFERENT): _____

PHONE: _____

OWNER REPRESENTATIVE: _____

PHONE: _____

GENERAL CONTRACTOR: Shiel Sexton Co.

PHONE: (317) 423-6000

CONSTRUCTION MANAGER: _____

PHONE: _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PLEASE LIST):

Hard Hats, Gloves, Safety Glasses, Leather Boots, Harness, Face Shield

SECURITY CLEARENCE AUTHORIZATION

NAME: _____ PHONE: _____

PLEASE INDICATE THE DEGREE TO WHICH YOUR COMPANY IS RESPONSIBLE FOR SAFETY ON THIS JOBSITE: _____

Identify any jobsite hazards and use control measures.

JOBSITE #3

NAME OF PROJECT: Hoosier Park at Anderson Racino

ADDRESS: 4500 Dan Patch Circe

Anderson, IN

JOBSITE PHONE: (317) 716-6147

CONTACT PERSON AT SITE: Mickey Gurske

PERSON TO PROVIDE PRE-AUTHORIZATION: Mickey Gurske

COMPANY (IF DIFFERENT): _____

PHONE: _____

OWNER REPRESENTATIVE: _____

PHONE: _____

GENERAL CONTRACTOR: Geupel Demars Hagerman

PHONE: (317) 713-0636

CONSTRUCTION MANAGER: _____

PHONE: _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PLEASE LIST):

Hard Hats, Gloves, Safety Glasses, Leather Boots

SECURITY CLEARANCE AUTHORIZATION

NAME: _____ PHONE: _____

PLEASE INDICATE THE DEGREE TO WHICH YOUR COMPANY IS RESPONSIBLE FOR SAFETY ON THIS JOBSITE: _____

Maintain safety of our scope and identify any other job hazards.

MICCS EXCELLENCE IN SAFETY AWARDS PROGRAM SUBMISSION

SAFETY STATISTICS

Contractors, Owners, and Construction Managers/Developers will *all* need to provide Safety Statistics. **Contractors** will use accident numbers and man-hours worked by their employees; **Owners** will use accident numbers and manhours for contractors working on their site; **Construction Managers/Developers** will use accident numbers and man-hours for contractors working on their projects.

Design Professionals do not need to complete this form.

Please complete the requested information and return **five copies** of the forms to the MICCS office, along with your Awards Submission. A worksheet is provided to assist in completing this form.

Injury Statistics for Indiana for the past three years. **Include a copy of your OSHA 300 log for 2007.**

STEP 1) Experience Modification Rates (EMR's)

 .93 '07 .78 '06 .78 '05

STEP 2) Total Recordable Incident Rate (TRIR)

 3.05 '07 5.18 '06 5.26 '05

STEP 3) Days Away including Restricted and Transfer (DART)

 -0- '07 -0- '06 -0- '05

STEP 4) Lost Workday Severity Rate (LWSR)

 -0- '07 -0- '06 -0- '05

STEP 5) Number of Fatalities

 -0- '07 -0- '06 -0- '05

STEP 6) Total Man-hours

 327,442 '07 115,742 '06 38,043 '05

OSHA's Form 300A

Summary of Work-Related Injuries and Illnesses



Indiana Year 2007

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0178

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete. Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employers, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0 (G)	0 (H)	0 (I)	5 (J)

Number of Days

Total number of days of job transfer or restriction	Total number of days away from work
0 (K)	0 (L)

Injury and Illness Types

Total number of... (M)	(1) Injury	(4) Poisoning	0
	(2) Skin Disorder	(5) All other illnesses	0
	(3) Respiratory Condition		0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave., NW, Washington, DC 20210. Do not send the completed forms to this

Establishment information

Your establishment name Quality Interiors, Inc.
 Street 6645 E. 38th Street
 City Indianapolis State IN Zip 46226
 Industry description (e.g., Manufacture of motor truck trailers)
Interior Finishing Contractor
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

Employment information

Annual average number of employees 160
 Total hours worked by all employees last year 327,442

Sign here Marsha J. Pugh

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Marsha J. Pugh Company executive
(317) 713-7050 Phone
01-21-08 Date
 Workers' Comp. Title

OSHA's Form 300A

Summary of Work-Related Injuries and Illnesses



Indiana Year 2006

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases		
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction
0	0	0
(G)	(H)	(I)
		3
		(J)

Number of Days	
Total number of days of job transfer or restriction	Total number of days away from work
0	0
(K)	(L)

Injury and Illness Types	
Total number of... (M)	
(1) Injury	3
(2) Skin Disorder	0
(3) Respiratory Condition	0
(4) Poisoning	0
(5) All other illnesses	0

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Establishment information	
Your establishment name	Quality Interiors, Inc.
Street	6645 E. 38th Street
City	Indianapolis
State	IN
Zip	46226
Industry description (e.g., Manufacture of motor truck trailers)	Interior Finishing Contractor
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)	
Employment information	
Annual average number of employees	90
Total hours worked by all employees last year	115742
Sign here	Marsha J. Pugh
Knowingly falsifying this document may result in a fine.	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.	
Company executive	Marsha J. Pugh
Workers' Comp. Title	
Phone	(317) 713-7050
Date	01-12-07

OSHA's Form 300A

Summary of Work-Related Injuries and Illnesses



Indiana Year 2005

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0178

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days of job transfer or restriction	Total number of days away from work
0	0
(K)	(L)

Injury and Illness Types

Total number of... (M)	(1) Injury	(4) Poisoning
0	1	0
(N)	(2) Skin Disorder	(5) All other illnesses
0	0	0
(O)	(3) Respiratory Condition	
0		

Establishment information

Your establishment name Quality Interiors, Inc.
 Street 3704 E. Edgewood Ave.
 City Indianapolis State IN Zip 46227
 Industry description (e.g., Manufacture of motor truck trailers)
Interior Finishing Contractor
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

Employment information

Annual average number of employees 120
 Total hours worked by all employees last year 38043

Sign here Basil Dela Cruz

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Basil Dela Cruz Company executive Title President
(317) 791-9466 Phone 01-27-06 Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA, Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this

QUALITY INTERIORS, INC.

A SPECIALTY CONTRACTOR



Safety Statement

Quality Interiors, Inc. has been serving the construction industry since 1994. In that time we have seen many changes in our service field. Our success in this ever-changing environment can only be attributed to our employees, whose hard work and efforts keep us a competitive leader in our field.

It is our belief that our employees, being the single most important asset to our company in the construction market today, be educated and protected against injuries and accidents. It is imperative that we strive to become more conscience of proper safety practices under every condition.

When new employees are hired we place new employees and apprentices, with experienced workers. By placing these workers together it enables the experienced workers to point out any unsafe practices that may occur and show the proper way to perform the task.

In 2005 Quality Interiors, Inc. worked 38,043 hours with 1 recordable accident. In 2006 we increased the workforce and had 115,742 hours with 3 recordable accidents. For the year 2007, Quality Interiors, Inc. worked a total of 327,442 hours with only 5 recordable accidents. Our ultimate goal of course, is to have zero accidents, but we are proud of the fact that with the increase of hours and new employees we still did not have any Lost Time Accidents. Without the proper safety training of our supervisors and workers this increase of work could have been tragic.

QUALITY INTERIORS, INC.

A SPECIALTY CONTRACTOR



Not only is safety on the jobsite a moral obligation, with the spiraling cost of insurance over the past several years, safety will take a much larger role in the overall financial and competitive position a company has in the market place.

Our safety procedures and policies have been developed to protect our work force and must always take precedent over any situation that may occur. It is all of our employees' responsibility to adhere to these guidelines and to protect themselves and their fellow workers. Only with safe work habits will we continue to be successful in the future.

Thank you for your time and interest in reviewing our information for your "*Excellence in Safety*" award.

QUALITY INTERIORS, INC.

A SPECIALTY CONTRACTOR



(Specialty Contractor: Drywall/Paint)

Excellence in Safety

February 29, 2008

Policies and Procedures:

1. Management Commitment and Accountability for Safety:

- Quality Interiors, Inc. strives to become more conscience of proper safety practices under every condition. It is Quality Interiors' belief that our employees, being the single most important asset to our company in the construction market today, be educated and protected against injuries and accidents. Our safety procedures and policies have been developed to protect our work force and will always take precedent over any situation that may occur. It is all of our employees' responsibility to adhere to these guidelines and to protect themselves and their fellow workers.
- Once a year we conduct a mandatory meeting for all supervision. This meeting consists of:
 1. Safety Training and/or First Aid/CPR Training.
 2. Review any accidents that may have occurred in past year.
 3. Presentation of Safety Awards.

2. Safety Roles and Responsibilities:

- Vice President
 1. Set safety goals and implement short and long term planning.
 2. Evaluation of Strategic Areas of company operations.
 3. Maintain the professional image of company.
- Safety Director/Safety Coordinator
 1. Coordinate Safety Program with insurance company and OSHA.
 2. Assist supervision in the implementation of safety practices and procedures.
 3. Update all field operations of changes to existing policy and operational procedures.
 4. Conduct periodic jobsite safety inspections to assure compliance with the program.
 5. Oversee Quality Interiors, Inc. Supervisor Training.
 6. Report safety status to Vice President
- General Superintendent
 1. Coordinate Safety Program with field foreman.
 2. Coordinate changes to existing policy and operational procedures.
 3. Conduct monthly jobsite safety inspections.

4. Assist field in the correction of violations
 5. Assist safety director in foreman training.
 6. Assist field foreman in enforcement of safety policy.
- **Field Foreman**
 1. Implement and enforce Quality Interiors Safety Program.
 2. Conduct weekly safety meeting with employees to review specific safety items on the jobsite.
 - a. Obtain documentation on these weekly safety meetings and forward to home office.
 3. Conduct daily safety inspections on the jobsite.
 4. Correct all safety violations immediately.
 5. Conduct accident investigations and forward all information to home office.
 6. Report safety status to Safety Director.
 - **Workforce**
 1. Adhere by Quality Interiors, Inc., OSHA, and/or owner's safety policies.
 2. All necessary personal protective equipment, tools and/or testing equipment is used.
 3. Attend weekly Safety Meetings.
 4. Refrain from unsafe acts that may endanger themselves or their fellow employees.
 5. Follow any required safety plans or permits.
 6. Immediately report all incidents, accidents, and near misses to supervisor.
 7. Report all unsafe acts or conditions to supervisor.
 8. Fix or eliminate any unsafe condition that employee or fellow employee may create.
 9. Stop any task you know to be unsafe.
 10. Do not perform tasks that employee is not properly trained to perform.

3. Employee Safety Training:

- General Superintendent/Field Foreman shall receive the following training prior to supervising any Quality Interiors project.
 1. OSHA 10 Hour Training – Certification of completion from an approved OSHA class.
 2. First Aid & CPR – Certificate of completion from American Red Cross or U.S. Bureau of Mines or equivalent.
 3. Confined Space – Certificate of completion from as OSHA approved class.
 4. Hazard Communication – Certificate of Completion from as OSHA approved class.
 5. Lead Abatement (when applicable) – Certificate of completion from an OSHA approved class.
- **Field Training Requirement**
 1. All new employees will be trained in the following areas:
 - a. General Work Rules and Safety Guidelines.
 - b. The company's safety objectives and goals.
 - c. The company's safety committee.

- d. Substance Abuse Program.
 - e. Disciplinary Action Program.
 - f. What to do if injured on the job.
 - g. Procedures for reporting accidents, near-miss incidents, hazards, injuries, and illness.
 - h. What to do in case of an emergency.
 - i. The jobsite's use of warning signs and tags.
 - j. OSHA's recordkeeping requirements and employee access to exposure and medical records.
 - k. Policy for fire extinguisher use.
 - l. Hazard Communication.
 - m. Requirements for personal protective equipment.
 - n. Hazards of bloodborne pathogens.
 - o. Procedures for lockout/tagout.
 - p. Process safety management program.
 - q. Safe lifting techniques.
 - r. Electrical Safety.
 - s. Hearing conservation program.
2. The jobsite foreman shall conduct weekly safety meetings with all Quality Interiors employees on each jobsite. Each meeting will be approximately 20 minutes.
 3. The subject matter of each weekly safety meeting shall be documented and all employees shall sign the acknowledgement. The job foreman shall return the acknowledgement to the main office.
 4. The subject matter of each safety meeting will be determined by the job foreman to coincide with activities on the jobsite.

4. Emergency Procedures/Preparedness:

The job foreman shall conduct a jobsite safety meeting to train and inform all Quality Interiors employees on the following evacuation procedures in the event of an emergency:

- The Evacuation Plan shall be posted at the job trailer and conspicuously at each entrance to the project.
- An alarm system shall be established to notify all employees of an evacuation. Verbal warning shall only be used with 10 employees or less.
- All employees shall be trained as to the location of stairways and exits and the routes to be taken in case of evacuation.
- The job foreman shall assign an assembly point of the jobsite for all employees to meet in case of an evacuation.
- In case of a tornado or severe weather, the following procedures shall be put in effect by the foreman.
 1. Listen for latest advisories on radio.
 2. Disconnect all power tools and store in a safe area.
 3. Move personnel into designated safe assembly areas within the building.
 4. Open any door or window where possible to equalize pressure.
 5. After tornado passes, restore calm and check for injuries.

5. Project Safety Planning

- Establish a Site Specific Plan which includes:
 1. Scope of Work
 2. Establish foreman in charge of enforcing plan.
 3. Hazard recognition and corrective action plan.
 4. Utility Identification
 5. Ergonomic Issues
 6. Equipment to be used
 7. Personal Protective Equipment to be used.
 8. OSHA Posters
 9. Material Safety Data Sheets
 10. Training and Site Safety
 11. Substance/Tobacco Use Abuse Policies in force.
 12. Accident Reporting Procedures.
 13. Emergency Procedures

6. Substance Abuse:

Quality Interiors, Inc. is committed to conducting our construction operations in the safest possible manner. The illegal and unauthorized substances and drugs lead to unsafe working conditions for our workers. The “impaired worker” is a potential hazard to him and to those working with him. Consistent with this objective, Quality Interiors, Inc. will require all Quality Interiors employees to comply with the following Substance Abuse Policy:

- The unauthorized use, possession, sale, dispensation, distribution, or manufacture of drugs for non-medical reasons is prohibited on all Quality Interiors projects.
- Quality Interiors, Inc. prohibits any employee with the unauthorized presence of drugs in his body for non-medical reasons from working on any Quality Interiors project.
- Quality Interiors, Inc. applicants/employees will be subject to probable cause testing, accident/incident testing and random testing.
- Employees who test positive are subject to immediate discipline including discharge, but may be allowed to continue employment on a conditional basis on the following terms:
 1. The employee agrees to participate in counseling in a certified rehabilitation program and successfully completes the program.
 2. The employee agrees and does remain drug and alcohol free during the conditional employment period.
 3. The employee agrees to routine periodic and unscheduled drug screen tested to ensure that the employee remains drug and alcohol free.
 4. The cost of a rehabilitation program and subsequent drug tests will be borne by the employee.
- An employee who fails or refuses to submit to testing when requested will be subject to discipline, including termination.
- On projects that have substance abuse programs, both programs will be applicable. The most stringent of these plans will take precedence.

Issues

1. Subcontractor Safety:

- Subcontractors for Quality Interiors, Inc. shall comply with applicable safety laws and regulations and shall participate in safety programs and shall carry out safety measures established by Quality Interiors, Inc.

- Subcontractor will establish a site-specific safety plan to include the following:
 - a. Scope of work to be done by subcontractor.
 - b. Subcontractor will name person that is responsible for implementation of their safety plan.
 - c. OSHA 10-Hour Certification and First Aid/CPR Training will be required for subcontractor's supervision on each project.
 - d. Tool Box Safety Meeting will be held weekly. The topics will be site-specific safety concerns. A copy of the sign in sheet for the meeting will be submitted to Quality Interiors, Inc. on a weekly basis. Subcontractor to state day and time tool box meetings will be conducted
 - e. Daily Reports will be required. The Daily Reports are to be task specific to review the daily or task activities, coordination issues and safety hazards that might be present.
 - f. Subcontractor will conduct a safety walk though each day they have employees on the project. A weekly safety inspection form will be filled out weekly, with a copy submitted to Quality Interiors, Inc.
 - g. Subcontractors must identify hazardous operations and show control measures for these hazards.
 - h. Subcontractors are to list all Personal Protective Equipment requirements that will be used.
 - i. All required OSHA and IOSHA posters must be posted onsite, along with First Aid kits and MSDS Right to Know Poster, where all employees will have the opportunity to view them.
 - j. MSDS sheets must be submitted to Quality Interiors, Inc. in a 3-Ring binder. These MSDS sheets will be kept at a designed location for each project. Subcontractor must also maintain a copy of these MSDS sheets to be available to employees during work hours.
 - k. Subcontractor will comply with any project specific substance abuse policies. In addition, the unauthorized use, possession, sale, dispensation, distribution, manufacture of drugs for non-medical reasons is prohibited on all Quality Interiors projects. Quality Interiors, Inc. prohibits any person with unauthorized presence of drugs in his/her body for non-medical reasons from working on any Quality Interiors project.
 - l. Subcontractor will detail their accident/injury reporting procedures. Subcontractor will notify Quality Interiors, Inc. immediately of any accidents/injuries. Within 24 hours of the accident/injury, a report detailing the accident investigation must be given to Quality Interiors, Inc.

- m. Subcontractor must submit their procedures for ensuring compliance of safety plan by their employees.
- n. Subcontractor must submit an Emergency Action Plan per project.
- o. Subcontractors plan of action to ensure all their employees understand all information presented to them.

2. Company Safety Committee:

- Quality Interiors, Inc.'s is committed to safety and meets regularly to review jobsite safety issues and ways to improve these issues. This committee consists of:
 1. President/Vice President
 2. Safety Director
 3. Safety Coordinator
 4. Project Managers
 5. Safety Assistant
 6. Insurance Representative

3. Employee Monitoring For Compliance with Safety Requirements:

- Field foreman will implement and enforce Quality Interiors Safety Program.
- Field foreman will conduct weekly safety meetings.
- Field foreman will conduct daily safety inspections of jobsite.
- Safety Director and Superintendent will conduct periodic safety inspections.
- Safety Director and committee will update Safety Manual to be in compliance with state and federal regulations.

4. Accident Investigation:

- Prior to starting work on the jobsite, check with home office to establish a local medical facility that handles Worker's Compensation Claims. This information shall be posted on the Emergency Numbers Poster.
- All incidents, including near miss incidents are to be investigated and reported to the home office's Safety Department by foreman or designated safety person on the same day of the occurrence with the Supervisor's Accident Investigation Report.
- The injury/illness of the employee will be addressed first; then notification of the accident will be made immediately to the Safety Coordinator and Home Office Insurance Coordinator.
- Notify the Safety Coordinator and Home Office Insurance Coordinator when you are sending a worker to a medical facility. Many medical facilities require authorization before providing service to an injured person.
- Correct any unsafe hazardous conditions that resulted in an incident.
- Employee to complete the Employee's Report of Injury/Illness Form.
- All incident information is kept in a company database for review for trends such as: Type of Injury, Time of Year, Day of the Week, Time of Day, Craft, Jobsite, Supervisor by Safety Department.
- OSHA 300 Log is the responsibility of the Home Office Insurance Coordinator and is reviewed by the Safety Director.
- The investigation must include the following information:

1. Complete employee information.
 - i. Name
 - ii. Address/Phone Number
 - iii. Martial Status/Dependents
 - iv. Date of Birth
 - v. Gender
 - vi. Occupation
 - vii. Rate of Pay
 - viii. Date and State of Hire
2. Illness/Accident Information
 - Date of Incident
 - Time of Day
 - Date Quality Interiors was notified
 - On Quality Interiors property
 - Last Date Worked
 - Returned to Work Date
 - Name & Address of Medical Facility Treating Injury
 - Equipment, Material or Chemicals Involved
 - Description of How Illness/Accident Occurred
 - Unsafe Acts or Conditions if Any
 - Corrective Action Taken
 - Type of Injury
 - Body Part Injured
 - Type of Accident
 - List of names and addresses of witnesses or workers that were working in the area.
 - Interview any witnesses.

5. Analysis of Accident Statistics:

- Accidents are reviewed for patterns that may be noticeable, such as:
 1. Type of injury
 2. Time of year
 3. Day of the week
 4. Time of day
 5. Craft
 6. Jobsite
 7. Foreman

6. Engagement of Employees in Company Safety Programs

- Quality Interiors, Inc. participates in Safety Incentive/Recognition Plans developed for specific projects.
- Routine lunches at jobsites for all employees to promote safety.
- Safety awards yearly to supervisors with no accidents on their projects.

The End