



6195 Carpenter Rd.
Ypsilanti, MI 48197

Phone: 734.434.2957
www.dukeroofingcompany.com

May 8, 2024
Proposal 24-126

FROM: Duke Roofing Company
6195 Carpenter Rd.
Ypsilanti, MI 48197

PROJECT: RFP # 24-21
Fire Station #1 Roof Installation

Proposal

Duke Roofing Company is pleased to submit the following bid:

We will furnish all labor, material, insurance, tax, etc. required to complete the following aspects for the above-named project.

Project Scope:

- Set up approved safety flags and fall protection at each work area as required.
- Score existing membrane to allow for new roof system per industry standards.
- Remove existing wall and curb flashing to allow for new TPO system.
- Inspect existing roof system for water damaged or defective existing roof insulation, remove and replace at a unit price of \$4.35 per sq. ft. over and above contract price.
- Cut, remove, and properly dispose of one existing solar panel set with (4) pate rails & 1) penetration pocket located at the northwest section and 1-abandoned penetration pocket at northeast corner of upper main roof-Roof Level #1
NOTE: Solar panel system to be disconnected and any fluid/water drained by others before demo work can proceed.
- Cut, remove, and properly dispose of (2) existing 4' x 4' exhaust fan (EF) housing and curbs (1 at mid lower roof-Roof Level #2 and 1 at upper main roof -Roof Level #1). NOTE: EF's to be disconnected and oil or fluids drained by others before demo work can proceed.
- Cut, remove, and properly dispose of one approx. 12" x 12" EF on Roof Level #2.
NOTE: EF to be disconnected and oil or fluids drained by others before demo work can proceed.
- At all openings created by above mentioned demo work, install new metal B-deck to match existing, infill opening with new ISO to match existing roof thickness.
- Mechanically attach (M.A.) 1/2" R Tech fan fold recovery board at 3-roof sections.
- Install M.A. 1/8" tapered insulation at turret roof / Roof Level #3)
- At 4-roof sections install Versico, M.A. VersiWeld 60 mil white TPO roof system per manufacturer's specs for a 15-year labor and material warranty.

This proposal is only valid for 15 days. After 15 days material and labor costs will need to be confirmed.

Standard Exclusions

Deck replacement, wood nailer replacement, multiple mobilizations, return trips for roof penetrations once roof is 100%, weekend & night work, cutting roof deck, supplying roof deck, louvers, access panels, mechanical equipment & curbs, roof drains & accessories, snow removal, temporary roofing, phenolic insulation abatement, parapet wood blocking, downspout guards, awnings, electrical and/or gas line disconnects/reconnects, modifications, HVAC work, satellite repositioning, interior protection, damage to conduit attached to structural deck, siding, soffit, fascia, trim, and landscaping.



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- Mechanically attach 24 G steel 7", 2-piece edge metal at perimeter edges, including the Turret roof -Roof Level #3 in standard color to be selected by owner. (Consists of continuous sub-cleat base metal and clip on style face piece)
- At existing roof hatch on upper main roof, attach new safety rail system to existing hatch.
- Install up to 200' of TPO walkway roll per drawing provided in RFP.
- Furnish and install up to 80 new MIRO (or similar) conduit/gas line supports.

PROJECT COST:

**ONE HUNDRED EIGHTY-SIX THOUSAND, NINE HUNDRED DOLLARS
\$186,900**

This proposal is only valid for 15 days. After 15 days material and labor costs will need to be confirmed.

Standard Exclusions

Deck replacement, wood nailer replacement, multiple mobilizations, return trips for roof penetrations once roof is 100%, weekend & night work, cutting roof deck, supplying roof deck, louvers, access panels, mechanical equipment & curbs, roof drains & accessories, snow removal, temporary roofing, phenolic insulation abatement, parapet wood blocking, downspout guards, awnings, electrical and/or gas line disconnects/reconnects, modifications, HVAC work, satellite repositioning, interior protection, damage to conduit attached to structural deck, siding, soffit, fascia, trim, and landscaping.

SECTION III - MINIMUM INFORMATION REQUIRED

PROPOSAL FORMAT

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

Bidders should organize Proposals into the following Sections:

- A. Qualifications, Experience and Accountability
- B. Workplace Safety
- C. Workforce Development
- D. Social Equity and Sustainability
- E. Schedule of Pricing/Cost
- F. Authorized Negotiator
- G. Attachments

Bidders are strongly encouraged to provide details for all of the information requested below within initial proposals. Backup documentation may be requested at the sole discretion of the City to validate all of the responses provided herein by bidders. False statements by bidders to any of the criteria provided herein will result in the proposal being considered non-responsive and will not be considered for award.

Pursuant to Sec 1:325 of the City Code which sets forth requirements for evaluating public improvement bids, Bidders should submit the following:

A. Qualifications, Experience and Accountability - 20 Points

1. Qualifications and experience of the bidder and of key persons, management, and supervisory personnel to be assigned by the bidder. **Attachment 1**
2. References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation. **Attachement 3**
3. Evidence of any quality control program used by the bidder and the results of any such program on the bidder's previous projects. **Duke Roofing has been awarded Gold Medal Quality status through Versico. Attachement 2**
4. A statement from the bidder as to any major subcontractors it expects to engage including the name, work, and amount. **No work to be subcontracted**

B. Workplace Safety – 20 Points

1. Provide a copy of the bidder's safety program, and evidence of a safety-training program for employees addressing potential hazards of the proposed job site. Bidder must identify a designated qualified safety representative responsible for bidder's safety program who serves as a contact for safety related matters.
Attachment 4
2. Provide the bidder's Experience Modification Rating ("EMR") for the last three consecutive years. Preference within this criterion will be given to an EMR of 1.0 or less based on a three-year average. **Attachment 5**
3. Evidence that all craft labor that will be employed by the bidder for the project has, or will have prior to project commencement, completed at least an authorized 10-hour OSHA Construction Safety Course. **All Local 70 Union members have OSHA 30**
4. For the last three years provide a copy of any documented violations and the bidder's corrective actions as a result of inspections conducted by the Michigan Occupational Safety & Health Administration (MIOSHA), U.S. Department of Labor – Occupational Safety and Health Administration (OSHA), or any other applicable safety agency. **Attachment 6**

C. Workforce Development – 20 Points

1. Documentation as to bidder's pay rates, health insurance, pension or other retirement benefits, paid leave, or other fringe benefits to its employees.
Roofers Union Local 70 wage sheet is attachment 6
2. Documentation that the bidder participates in a Registered Apprenticeship Program that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the USDOL Office of Apprenticeship. USDOL apprenticeship agreements shall be disclosed to the City in the solicitation response.
Roofers Union Local 70 has apprenticeship training program
3. Bidders shall disclose the number of non-craft employees who will work on the project on a 1099 basis, and the bidders shall be awarded points based on their relative reliance on 1099 work arrangements with more points assigned to companies with fewer 1099 arrangements. Bidders will acknowledge that the City may ask them to produce payroll records at points during the project to verify compliance with this section. **No 1099 Employees**

D. Social Equity and Sustainability – 20 Points

1. A statement from the bidder as to what percentage of its workforce resides in the City of Ann Arbor and in Washtenaw County, Michigan. The City will consider in

evaluating which bids best serve its interests, the extent to which responsible and qualified bidders employ individuals in Washtenaw County. Washtenaw County jurisdiction is prioritized for evaluation purposes for this solicitation.

2. Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses.
No programs to document
3. Evidence that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability. **Duke Roofing is an EOE.**
4. The bidder's proposed use of sustainable products, technologies, or practices for the project, which reduce the impact on human health and the environment, including raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and waste management.
No such products available for this project
5. The bidder's environmental record, including findings of violations and penalties imposed by government agencies. **No documentation as there are no violations**

E. Schedule of Pricing/Cost – 20 Points

Company: DUKE ROOFING COMPANY

Base Bid – For the entire work outlined in these documents for **Fire Station #1 Roof Installation**, complete as specified, using equipment and materials only of the type and manufacturers where specifically named.

One hundred eigty-six thousand, nine hundred Dollars (\$ 186,900)

ATTACHMENT B
GENERAL DECLARATIONS

City of Ann Arbor
Guy C. Larcom Municipal Building
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including City Nondiscrimination requirements and Declaration of Compliance Form, Living Wage requirements and Declaration of Compliance Form, Prevailing Wage requirements and Declaration of Compliance Form, Vendor Conflict of Interest Form, Notice of Pre-Bid Conference, General Information, Bid, Bid Forms, Contract, Bond Forms, General Conditions, Standard Specifications, Detailed Specifications, all Addenda, and the Plans (if applicable) and understands them. The Bidder declares that it conducted a full investigation at the site and of the work proposed and is fully informed as to the nature of the work and the conditions relating to the work's performance. The Bidder also declares that it has extensive experience in successfully completing projects similar to this one.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

The undersigned proposes to perform all work shown on the plans or described in the bid documents, including any addenda issued, and to furnish all necessary machinery, tools, apparatus, and other means of construction to do all the work, furnish all the materials, and complete the work in strict accordance with all terms of the Contract of which this Bid is one part.

In accordance with these bid documents, and Addenda numbered N/A, the undersigned, as Bidder, proposes to perform at the sites in and/or around Ann Arbor, Michigan, all the work included herein for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the liquidated damage clauses for completion times and for compliance with City Code Chapter 112, understands and agrees that the liquidated damages are for the non-quantifiable aspects of non-compliance and do not cover actual damages that may be shown and agrees that if awarded the Contract, all liquidated damage clauses form part of the Contract.

The Bidder declares that it has become fully familiar with the provisions of Chapter 14, Section 1:320 (Prevailing wages) and Chapter 23 (Living Wage) of the Code of the City of Ann Arbor and that it understands and agrees to comply, to the extent applicable to employees providing services to the City under this Contract, with the wage and reporting requirements stated in the City Code provisions cited. Bidder certifies that the statements contained in the City Prevailing Wage and Living Wage Declaration of Compliance Forms are true and correct. Bidder further agrees that the cited provisions of Chapter 14 and Chapter 23 form a part of this Contract.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

The Bidder encloses a certified check or Bid Bond in the amount of 5% of the total of the Bid Price. The Bidder agrees both to contract for the work and to furnish the necessary Bonds and insurance documentation within 10 days after being notified of the acceptance of the Bid.

If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the Contract and the certified check or Bid Bond accompanying this Bid shall become due and payable to the City.

If the Bidder enters into the Contract in accordance with this Bid, or if this Bid is rejected, then the accompanying check or Bid Bond shall be returned to the Bidder.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS 7th DAY OF May, 2024.

DUKE ROOFING COMPANY

Bidder's Name

Authorized Signature of Bidder

6195 Carpenter Rd, Ypsilanti

Official Address

Jason McCafferty

(Print Name of Signer Above)

734-434-2957

Telephone Number

info@dukeroofingcompany.com

Email Address for Award Notice

ATTACHMENT C
LEGAL STATUS OF BIDDER

(The bidder shall fill out the appropriate form and strike out the other three.)

Bidder declares that it is:

* A corporation organized and doing business under the laws of the State of Michigan, for whom Jason McCafferty, bearing the office title of Director of Operations, whose signature is affixed to this Bid, is authorized to execute contracts.

NOTE: If not incorporated in Michigan, please attach the corporation's Certificate of Authority

• A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

* A partnership, organized under the laws of the state of _____ and filed in the county of _____, whose members are (list all members and the street and mailing address of each) (attach separate sheet if necessary):

* An individual, whose signature with address, is affixed to this Bid: _____ (initial here)

Authorized Official

_____ Date May 7, 2024

(Print) Name Norman Burmeister Title President

Company: DUKE ROOFING COMPANY

Address: 6195 Carpenter Rd
Ypsilanti, MI 48197

Contact Phone (734) 434-2957 Fax () _____

Email info@dukeroofingcompany.com

**ATTACHMENT D
PREVAILING WAGE DECLARATION OF COMPLIANCE**

The "wage and employment requirements" of Section 1:320 of Chapter 14 of Title I of the Ann Arbor City Code mandates that the city not enter any contract, understanding or other arrangement for a public improvement for or on behalf of the city unless the contract provides that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area compiled by the United States Department of Labor. Where the contract and the Ann Arbor City Code are silent as to definitions of terms required in determining contract compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used. Further, to the extent that any employees of the contractor providing services under this contract are not part of the class of craftsmen, mechanics and laborers who receive a prevailing wage in conformance with section 1:320 of Chapter 14 of Title I of the Code of the City of Ann Arbor, employees shall be paid a prescribed minimum level of compensation (i.e. Living Wage) for the time those employees perform work on the contract in conformance with section 1:815 of Chapter 23 of Title I of the Code of the City of Ann Arbor.

At the request of the city, any contractor or subcontractor shall provide satisfactory proof of compliance with this provision.

The Contractor agrees:

- (a) To pay each of its employees whose wage level is required to comply with federal, state or local prevailing wage law, for work covered or funded by this contract with the City,
- (b) To require each subcontractor performing work covered or funded by this contract with the City to pay each of its employees the applicable prescribed wage level under the conditions stated in subsection (a) or (b) above.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the wage and employment provisions of the Chapter 14 of the Ann Arbor City Code. The undersigned certifies that he/she has read and is familiar with the terms of Section 1:320 of Chapter 14 of the Ann Arbor City Code and by executing this Declaration of Compliance obligates his/her employer and any subcontractor employed by it to perform work on the contract to the wage and employment requirements stated herein. The undersigned further acknowledges and agrees that if it is found to be in violation of the wage and employment requirements of Section 1:320 of the Chapter 14 of the Ann Arbor City Code it shall be deemed a material breach of the terms of the contract and grounds for termination of same by the City.

DUKE ROOFING COMPANY

Company Name

Signature of Authorized Representative

5/7/2024x

Date

Jason McCafferty, Director of Operations

Print Name and Title

6195 Carpenter Rd, Ypsilanti, MI 48197

Address, City, State, Zip

734-434-2957, info@dukeroofingcompany.com

Phone/Email address

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500

ATTACHMENT E
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$16.43/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$18.32/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

DUKE ROOFING COMPANY

Company Name

6195 Carpenter Rd

Street Address

5/7/2024

Signature of Authorized Representative

Date

Ypsilanti, MI 48197

City, State, Zip

Jason McCafferty

Print Name and Title

734-434-2957, info@dukeroofingcompany.com

Phone/Email Address

Attachment F

CITY OF ANN ARBOR LIVING WAGE ORDINANCE

RATE EFFECTIVE APRIL 30, 2023 - ENDING APRIL 29, 2024

\$16.43 per hour

If the employer provides health care benefits*

\$18.32 per hour

If the employer does **NOT** provide health care benefits*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

The Law Requires Employers to Display This Poster Where Employees Can Readily See It.

**For Additional Information or to File a Complaint contact
Colin Spencer at 734/794-6500 or cspencer@a2gov.org**



ATTACHEMENT G

Vendor Conflict of Interest Disclosure Form
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All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor’s conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor’s Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee N/A <hr/> <input type="checkbox"/> Interest in vendor’s company <input type="checkbox"/> Other (please describe in box below)

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
DUKE ROOFING COMPANY	734-434-2957	
Vendor Name	Vendor Phone Number	
	5/7/2024	Jason McCafferty
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

ATTACHMENT H

DECLARATION OF COMPLIANCE

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy, including but not limited to an acceptable affirmative action program if applicable.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

DUKE ROOFING COMPANY

Company Name

5/7/2024

Signature of Authorized Representative

Date

Jason McCafferty, Director of Operations

Print Name and Title

6195 Carpenter Rd, Ypsilanti, MI 48197

Address, City, State, Zip

734-434-2957, info@dukeroofingcompany.com

Phone/Email Address

Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500

Norman Burmeister
36411 Parkdale, Livonia, MI 48150
734.525.1483 – norm@dukeroofingcompany.com

ROOFING CONTRACTOR
Company Owner Duke Roofing Co

EXPERIENCE/BACKGROUND:

Builders License 1995

Completed multiple OSHA training courses

Certified Applicator for various suppliers

Must Safety Certified

NRCA Member

MRCA Member

WCA Member

Attended multiple seminars in regards to roofing practices through NRCA, Roofing Manufactures and Supplies, WCA

Roof Inspections/Specifications for various clients including U of M Housing/Athletics and the City of Ann Arbor.

Experienced in below Roofing Systems:

-Shingles	-Sheet Metal	-Tile	-Slate	-Wood Shingles	-EPDM
-TPO	-PVC	-BUR	-Modified	-Irma	-Deck Tec
-Duro-Last					

EMPLOYMENT:

DUKE ROOFING

Current Position – **President**

Responsibilities include all aspects of Project, Operational and Financial Management:

- Estimating via drawing and/or reading blue prints.
- Maintaining relationships with Architects and General Contractors.
- Coordinating all necessary material, equipment and crew needs.
- Hiring and training personnel.
- Adhering to all safety, manufactures, and building code requirements for final inspections.
- Continued customer service to all clients.
- Upkeep on all Vehicle/Equipment requirements.
- Maintaining cash flow from day to day.
- Maintaining overall administrative needs:
 - Weekly payroll
 - Remitting Federal, State, Local taxes
 - Union reporting as required

Foreman - 1995-Present

Journeyman – 1993-1994

Apprentice – 1989-1993

EDUCATION: Churchill High School, Livonia, MI – 1989 (focus on Building Trades through Livonia Career Center)

Jason McCafferty

14344 Ellen
Livonia, MI 48154
734.673.4079
trainerjay@att.net

SUMMARY OF SKILLS: MI Real Estate License

- Exemplary Customer Service
- Contract Negotiation & Interpretation
- Excellent Communicator
- Budgeting/Variance Reporting/P&L
- Able to Work Autonomously & Collaboratively
- Problem Solving/Analysis
- Management - Employees & Vendors
- Project Management

Director of Operations, Duke Roofing – March 2018 – Present

Project management.

Business development.

Portfolio Manager, Oxford Properties - May 2016 – March 2018

Develop annual budgets and manage properties to budget with monthly variance reporting.

Built and maintain strong relationships with tenants, coworkers and contractors.

Portfolio Manager, Friedman - March 2015 – May 2016

Develop annual budgets and manage properties to budget with monthly variance reporting.

Built and maintain strong relationships with tenants, coworkers and contractors.

Multi-Site Property Manager, Hartman and Tyner - March 2010 – Present

Project manager for remodeling of buildings including electrical, HVAC, plumbing and carpentry.

Supervised 2 leasing agents, 3 maintenance technicians and contractors.

Software used: Yardi, Microsoft Office, and ADP.

Divisional Manager, CMC Healthcare Applications Inc. - April 2000 – July 2009

EDUCATION:

SCHOOLCRAFT COLLEGE,
Livonia, Michigan. Associates degree in General Business

GOLD MEDAL QUALITY PROGRAM

Versico Roofing Systems is committed to providing exceptional roofing installations performed by quality Versico Authorized Roofing Contractors, and we are proud of the reputation we have earned in the market place over the last 25 years. We are, however, only as good as the company we keep and we consider pride, professionalism and dedication to quality installations a hallmark of a Versico Contractor.



The Gold Medal Quality Program identifies the Versico Contractors who have set themselves apart by providing high-quality installations on a consistent basis. We are proud to honor the most elite group of roofing professionals that contribute to our commitment in providing services that promote outstanding craftsmanship and long-term quality. Our Gold Medal Quality Contractors achieve outstanding inspection ratings on a job-by-job basis and are evidence of the high standards that we set for all of our contractors and system installations.

The minimum requirements for a Versico Gold Medal Quality Contractor include:

- Must be a Versico Authorized Roofing Contractor for a minimum of 3 years
- Over 50,000 square feet of installed and inspected warranted Versico projects annually
- At least 5 completed and inspected projects per year
- Must have less warranty claims, repeat inspections and dollars spent on warranty repairs than 95% of all Versico Authorized Roofing Contractors

Plus V Warranty Extension Program

Gold Medal Quality Contractors have exclusive access to Versico's Plus V Warranty Extension Program. Versico's Plus V Program allows building owners who have their roof inspected and maintained regularly to extend their Versico Total System Warranty by 5 years.



A SINGLE SOURCE FOR SINGLE-PLY ROOFING

800.992.7663 • www.versico.com

Job References

<i>Project Name/ Address</i>	<i>CM/GC</i>	<i>CM/GC Contact</i>	<i>Architect</i>
Van Buren Schools, 555 W Columbia Ave, Belleville	Granger	Kyle Oberdorff	IDS
The Henry Ford Farm Market, 20900 Oakwood Blvd, Dearborn	O'Neal	Matthew Olech	Quinn Evans
Lakeland Elementary 9501 Pettys, Pinckney	AUCH	Rob J. Moelich	IDS

CONSTRUCTION SAFETY PROGRAM

FOR

Duke Roofing Co.

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SAFETY AND HEALTH POLICY

Duke Roofing Company's (DRC) most valuable asset is its employees. Because of this DRC's policy is to provide its employees with a safe and healthy work environment. If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

Because each construction project is unique, some of the actual safety procedures may need to be refined or expanded to meet the site-specific safety and loss-control needs of a particular project. DRC may refine or expand these procedures as needed but every procedure must be a safe procedure. Shortcuts in safe procedures by either foremen or workers will not be tolerated.

Safety is important to DRC, because of this, it demands executive direction. Managers and supervisors will be held accountable for following the safe work practices required on each project.

As a condition of continued employment with DRC, all employees are directed and obliged to incorporate safety knowledge and good safety procedures into their everyday work performance, and to be aware of and follow all applicable safety rules, regulations and policies as per the DRC Safety Policy and Safety Manual. If a worker observes any unprotected job, which may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions.

Safety is as critical to DRC's operations as planning, scheduling, or billing. It is an integral part of our routine operations. Further, DRC believes that accidents are preventable, and that it's up to each of us to ensure that we practice safety as a routine part of our daily work.

This safety program's implementation is intended to reduce and eliminate accidents and injuries. To accomplish this, short and long-term objectives have been developed.

-The short-term objective is to increase employee awareness through education. It is believed that educated employees can make better decisions in the field. When coupled with the direction from knowledgeable field supervision, projects will be a safer place to work.

-The long- term objective is to identify all workplace hazards. By doing so, strategies to control and eliminate workplace hazards can be developed and implemented.

Only through the commitment of every employee to recognize the importance of safety in the work place and to utilize safety as a fundamental tool in completing each and every task, can the goal of an accident and injury free workplace be achieved.

IF A JOB CANNOT BE DONE SAFELY IT WILL NOT BE DONE.

Norman Burmeister
President
Duke Roofing Co.

SAFETY AND HEALTH OBJECTIVES

Duke Roofing Company plans to achieve worker safety and health through the following:

- A. Using a qualified safety person.
- B. Making regular job site safety inspections.
- C. Enforcing the use of safety equipment.
- D. Following safety procedures and rules.
- E. Providing ongoing safety training.
- F. Enforcing safety rules and using appropriate discipline.

DUKE ROOFING CO SAFETY PERSONAL

Norman Burmeister: Safety Representative OSHA 30hr #21-600610508

Geoffrey Duke: Safety Manager OSHA 30hr #21-600610504

Steve Galvan: On-Site Safety Manager OSHA 30hr #15-601243233

Nathan Bair: First Aid / CPR

The above are the designated persons to administer the safety and health program for this organization. The responsibilities for this position are as follows:

1. Being knowledgeable of potential job hazards
2. Assuring compliance with MIOSHA construction safety and health standard requirements
3. Making regular safety inspections
4. Establishing safety procedures
5. Correlating regular safety training with lead personal
6. Maintaining safety records
7. First Aid/CPR Training safety person Nathan Bair
8. Annual Drug testing/random testing.
9. Must Be safe program administer

SAFETY RESPONSIBILITIES

Accidents are preventable through identification and elimination of causes. The most obvious causes of accidents are either an unsafe act or unsafe condition. Unsafe acts and unsafe conditions are the result of one or more basic causes which can be identified and eliminated.

Some basic causes are deficiencies in training, supervision, attitude and work procedure or workplace design. These basic causes can be eliminated through regular safety checks and audits, education, engineering and enforcement.

Safety must be built into every function of DRC's operations. It is not something separate but is an integral part of all DRC's services and operations. It is designed to accomplish one primary purpose, to prevent accidents.

The following section relates to structure, tasks, and responsibilities relative to the DRC Safety Program.

THE PRESIDENT OF THE COMPANY WILL:

- Dedicate financial resources to provide employees with the equipment necessary to conduct their jobs safely and productively.
- Establish "safe production" as a priority in each company activity.
- Oversee the implementation of the health and safety program and its policies.
- Ensure that each supervisor and manager is held accountable for adhering to the company's philosophy of safe production.

MANAGEMENT WILL:

- Ensure that proper equipment is available to each employee and it is used properly.
- Implement the safety program through motivation, training, counseling, and enforcement.
- Identify and address hazards.
- Assure that each employee is properly trained in safe work practices.
- Assure that each employee follows the practices set forth in the safety program.
- Review accident reports and make necessary changes as needed.
- Report and record all accidents and incidents in a timely manner and investigate properly to prevent reoccurrence.
- Work with the insurance company's loss control personal in safety related matters as requested.

SUPERINTENDENTS AND FOREMAN WILL:

- Inspect each new project before work begins and daily throughout its duration to ensure safety program implementation.
- Conduct weekly toolbox talks and daily safety huddles.
- Make adequate safety equipment available at each site.
- Require each accident to be reported to the management.
- Assure that every injured employee receives immediate care.
- Address all reported or observed unsafe behavior or conditions immediately.
- Serves as a member of the safety committee.
- Assure that they have a thorough understanding of the safety program, and proper use of equipment.
- Participate in the prompt investigation in every near miss or accident on a project. Also, submit the accident investigation report to the office in a timely manner.
- Ensure that all safety equipment, to include PPE, is being used properly by every employee on site.

EMPLOYEES WILL:

- Follow safety instructions.
- Attend safety meetings and toolbox talks.
- Use required personal protective equipment.
- Report injuries that occur at the job site, no matter how minor.
- Participate in accident investigations when appropriate.
- Immediately report unsafe conditions or acts.
- Follow company safety rules and procedures.

Safety is a management responsibility. Nevertheless, management cannot be solely responsible for the acts of employees. Each employee is expected, as a condition of employment, to work in a manner that will not inflict self-injury or cause injury to fellow workers. It is important that each employee understands that responsibility for his or her own safety is integral to the job.

SUPERVISORS' POSITIVE APPROACH TO SAFE ATTITUDES

1. Accidents can be prevented.
2. Preventing accidents is more important than blaming the people who cause them.
3. Safety regulations and rules are reasonable and important.
4. Safety is a mark of intelligence and skill.
5. Taking chances leaves the employee and the company open to greater exposure.
6. I have a responsibility to do something toward correcting any hazard that I see.
7. Supervision and safety are part of the work environment.
8. Telling a new employee about the real importance of some unsafe practice is not ok by any means.
9. Reluctance to correct people for wrong work methods and a lack of skill in correcting them are two supervision weaknesses, which must be corrected before full cooperation can even be expected.
10. Bad attitudes generally develop when supervision is lax which allows employees to push the safety boundaries. This lax attitude can lead to serious mistakes or bad accidents.
11. Good attitudes develop in a department where supervision is firm, consistent, and reasonable.
12. To build safety attitudes, we need to know what they are.

EMPLOYEE TRAINING

A. TRAINING AREAS

Each new employee will be trained in the following areas:

1. Hazards associated with roofing work in general, including falls, burns and back injury
2. Safety practices to be followed on the job, including fall protection and personal protective equipment
3. Information relating to the hazard communication standard, including the safe use of chemicals or products the employee will be handling on the job and have access to MSDS sheets.

B. ALL EMPLOYEES

Each employee will receive the following training when:

1. When a new project begins, a job orientation will be held and any employee that is to work on that project is to be in attendance. Management will ensure that each employee fills out the Job Orientation Guide form.
2. Weekly toolbox meetings are held the Foreman will have an attendance sheet.
3. There is a process change or an unusual hazard exists.
4. Hazardous chemicals are present on the project. In such cases all employees will have available MSDS sheets on the hazardous chemicals.

C. TRAINING METHODS

Our training goal is to ensure that employees understand all safety hazards and their prevention methods. This will be accomplished through one or more of the following:

1. Training materials such as toolbox talks, videotapes or other audiovisual materials.
2. Training sessions conducted by the company safety director.
3. Demonstrations given by product suppliers on the proper use of their equipment, chemicals or products falling under the hazard communications standard, heavy or mechanized equipment, powder actuated tools, etc.
4. Training sessions conducted by companies that provide specialty training.
5. Supplementary methods such as check stuffers and safety posters in the home office.

ACCOUNTABILITY PROGRAM

This disciplinary program has been established to enforce Duke Roofing Company's safety program and all other work rules.

When an employee commits an unsafe act or causes property damage, that employee's immediate supervisor will counsel the employee and instruct him or her in the proper method of accomplishing the task. Disciplinary action, if necessary, will be taken as outlined below:

SERIOUS/INTENTIONAL:

A serious or intentional offense will result in either of the following:

1. A written reprimand and suspension from work for a period of 1 day without pay
2. Termination of employment.

The disciplinary action will be determined by the employee's supervisor and approved by project management.

MINOR/UNINTENTIONAL:

A minor or unintentional offense will result in one of the following disciplinary actions, depending on the number of times the offense has been committed.

First Offense:

Employee will be given a written reprimand. The violation will be noted in the employee's file. If the violation involved a safety infraction, a review of the applicable safety measures will be warranted.

Second Offense:

Employee will receive a written reprimand and be suspended from work for a period of time specified by the employee's supervisor. Copies of the written reprimand will be given to the employee and home office and placed in the employee's file.

Third Offense:

Employee will be terminated and a written statement of cause will be placed in the employee's personal file.

I have read this and fully understand this company's disciplinary program.

DATE _____

EMPLOYEE NAME _____

EMPLOYEE SIGNATURE _____

SUPERVISORS SIGNATURE _____

SAFETY RULES/PREVENTION PLAN

ALL OF OUR SAFETY RULES **MUST BE OBEYED**. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION BEING TAKEN.

1. Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.
2. Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
3. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
4. Watch where you are walking. Don't run.
5. There is no smoking on any jobsite
6. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
7. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
8. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
10. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
11. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
13. Know where firefighting equipment is located and be trained on how to use it.
14. Lift correctly - with legs, not the back. If the load is too heavy GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
15. Nobody but operator shall be allowed to ride on equipment unless proper seating is provided.
16. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
17. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.

18. Do not enter an area which has been barricaded.
19. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
20. Never oil, lubricate, or fuel equipment while it is running or in motion.
21. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
22. Barricade danger areas. Guard rails or perimeter cables may be required.
23. Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation.
24. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.
25. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
26. Ladders must extend three feet above landing on roof for proper use.
27. Defective ladders must be properly tagged and removed from service.
28. Keep ladder bases free of debris, hoses, wires, materials, etc.
29. Build scaffolds according to manufacturers' recommendations and MIOSHA Construction Safety Standard Part 12 – Scaffolding with no 6-foot scaffold addition.
30. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
31. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
32. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
33. Never throw anything "overboard." Someone passing below may be seriously injured.
34. Open fires are prohibited.
35. Know what emergency procedures have been established for your job site. (location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.)

AUDITS / INSPECTIONS

Safety Managers shall conduct and document regular safety inspections (minimum of informal daily and formal weekly) of their work areas and practices, and those of any subcontractors working with them. The Safety Manager will immediately correct any hazardous or otherwise noncompliant conditions identified and maintain documentation of the corrective action. In addition to the regular inspections indicated above, a documented audit conducted by the Safety Representative shall be done at least once per month.

Weekly Tool Box Talks / Daily Huddles

Employees will attend weekly toolbox and daily huddles, either on the job or at the office.

Each employee is encouraged to get involved in the discussion, not just be at the meeting.

All Huddles are documented in the Safety-First Data Systems Construction Safety Compliance App. This allows the foreman to cover a new topic each day and store all the signatures of those in attendance.

All subcontractors will be responsible for their own safety items as roofing topics will not always apply to the trade of the subcontractor.

DRC, and all subcontractors under their employ with a foreman, will assign a safety rep with OSHA 30 and First Aid certifications.

Please give any suggestions or incidences you were witness or part of in the past to help educate other employees to be aware of and to try to avoid accidents in the future.

Safety Boards

Site specific safety boards will be located in the foreman's truck inside the Safety Gang Box. All site-specific information will be located there.

BACK INJURY PREVENTION

Causes of back injury

When a person stands up straight- that is, upright, with the back in its natural position-the spine is actually curved in three places. This curvature is what gives the spine its flexibility and strength. When the spine is in its natural curved position, the vertebrae, discs and ligaments all function smoothly. But when someone moves in a way that causes his spine to lose its natural curve, the discs can become injured. Bending forward puts pressure on the discs as does twisting and reaching overhead. When the motions are repeated day after day year after year, discs begin to deteriorate. They may herniate or even rupture, and ligaments and muscles may stretch and tear. Lifting an object that is too heavy can also damage the back.

Four out of five people experience some sort of back pain in their lifetimes, and more workdays are lost to some sort of back injuries than anything else except the common cold. Furthermore, a person who

experiences back pain once is three to five times more likely to have it again. For these reasons, it is critical that people learn how to prevent back injuries from happening.

SYMPTOMS OF BACK INJURY

- Back injury can manifest itself in many different ways. Most people, in fact, experience some minor back discomfort every day. Usually, stretching or changing positions is all that is needed to relieve the discomfort.
- More serious back pain may include such symptoms as aching and tightness, spasms, decreased range of motion, numbness in the legs, and limited ability to sit or stand. These symptoms may range widely in intensity, depending on such factors as general body conditioning and pain tolerance.

SOME WAYS TO AVOID BACK INJURY

Here are some ways a person can prevent back injuries. He should:

- Concentrate on good posture. Train yourself to straighten up. Even if it's uncomfortable to sit or stand up straight, you must keep working at it to strengthen those muscles.
- Stretch. Before and during work, you should make sure to take a minute to straighten out their back and loosen his shoulders.
- Sleep on a firm mattress.
- Push loads rather than pull.
- Think about how he lifts objects. For example, they should:
 - Plan the lift and test the load before you pick it up. You should think about the load and where you need to go with it, determining whether you can carry it yourself without putting undue stress on your back.
 - Ask for help. If the load is too heavy or awkward, you should get someone to grab the other side.
 - Make sure you have firm footing. Without it, not only will you have trouble with the load, but you may end up on the ground if you haven't balanced yourself and planted your feet squarely.
 - Bend your knees. Bending at the waist to pick something up is one of the most common errors. First of all, a body is forced to do a lot more of the work when it bends at the waist. And second, when a person bends at the waist instead of the knees, they exert an enormous amount of pressure on the back. The body is just like a crane. A crane can lift large amount of weight at different angles, but damage can occur when too much weight is suspended at too great an angle.
 - Tighten your stomach muscles. Training these muscles to work with his back will direct some of the pressure to your abdominal muscles instead of your back.
 - Lift with your legs. The muscles in the legs are the powerhouses of the body. They should be used instead of the weaker back muscles.
 - Keep your back upright and straight, avoid twisting and turning.
 - Lift smoothly and not jerk the load.

ASSESSING A PERSON'S RISK

A person should consider the following statements:

- I often move heavy loads without getting help.
- I do not exercise my back or stomach muscles regularly.
- I often lift loads without warming up or stretching.
- I often carry more than one piece of equipment at one time.
- I usually do not think about my back as I begin a task.
- I sit for long periods of time without stretching.

If a person answered “yes” to three or more of these questions, he is considered to be at a higher-than-average risk for back injury.

Additional risk factors that can contribute to or exacerbate back injury include a sedentary lifestyle, poor posture, stress, being overweight, loss of flexibility, and poor physical strength and conditioning.

Back injury can affect anyone, but those in the construction industry are especially vulnerable. For roofing workers, who earn their livelihoods doing things such as climbing ladders, lifting and moving materials, spreading hot bitumen, and applying systems that are awkward to work with, a back injury can mean the end of a career. Taking care of one’s back, however, requires no special equipment or even extra time—just a little thought and planning.

CELL PHONE USAGE

Cell phones shall only be used on breaks or in the event of an emergency. They can only be used in “safe zones” which will be designated by the Safety Manager at the start of each project. At no time will cell phones be allowed while performing work duties. When a cell phone is part of an operation requiring a Job Hazard Analysis, the use of the cell phone shall be specifically detailed in the analysis.

CONFINED SPACE ENTRY

No employee shall enter areas defined below without authorization:

- A space that is not designed for continuous employee occupancy
- Has limited or restricted means of entry or exit.
- May have possible hazardous atmosphere that may expose employees to the risk of death incapacitation or impairment to self-rescue caused by:
 - Flammable gas
 - Airborne combustible dust
 - Low oxygen concentrations
 - Toxic fumes

- Danger of engulfment

Only an authorized person may evaluate the area and authorizes entry.

CRANES AND HOISTS

When DRC requires the use of a crane it is the Safety Managers responsibility to ensure that the operator possess certification from the National Commission for Certification of Crane Operators (NCCCO). Operators must be certified for the specific crane they are operating, in accordance with NCCCO.

Being that DRC does not own or operate a crane, annual inspections of such equipment is incumbent on the servicing crane company. No cranes are to be used on any job without a current annual inspection.

SET UP LOCATION

The location is the first thing to consider when setting up a crane on a job site. This will be done with a Duke Roofing Co. foreman, crane operator, and/or project manager, building owner. Always check location for proper clearance, overhead obstructions and stable ground foundation.

Power line clearance distances

<u>Voltages</u>	<u>Distance from power lines</u>
50 kv	10 feet
200 kv	15 feet
350 kv	20 feet
500 kv	25 feet
650 kv	30 feet
800 kv	350 feet

BARRICADES

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

SIGNALING

The foreman will ensure any man that is giving the crane hand signals operator has been trained in ANSI approved crane signals.

HOISTS

All hoists must meet the manufacturer's requirements for design, construction, installation, and maintenance. In terms of general hoisting requirements, employees must avoid standing beneath lifted loads, wear proper PPE, stay away from any moving equipment parts, and operate only those hoists for

which they specifically have been trained. A competent person should inspect the equipment regularly and oversee the assembly and operation of the hoist. Load limits must be strictly adhered to, and caution must be exercised when the limits are approached. Additional safety measures such as the appropriate materials to use as ballast and quantities must be based on the manufacture's specifications.

ELECTRICAL SAFE WORK PRACTICES

Duke Roofing Co. recognizes that electricity can kill or injure employees. It has been decided to implement the following work practices in the company to minimize the potential dangers associated with electricity. This section will not include lockout/tag out procedures or power tool usage. These topics are discussed elsewhere in the safety program.

GENERAL

- Each circuit encountered will be considered live until proven otherwise.
- Only proper tools will be used to test circuits.
- No wire will be touched until the circuit is determined to be dead.

EXTENSION CORDS

- All extension cords used on any project will be three-pronged.
- All extension cords will be in good working order.
- Each extension cord ground will be tested for continuity on at least a quarterly basis, if the cord is defective it will be taken out of service.
- Each extension cord will be visually inspected before each use.
- Any extension cord that does not have a grounding pin will be taken out of service.
- Extension cords will not be run through holes in walls, ceilings or floors.
- Extension cords will carry one of the following NEC designations S, ST, SO, STO, SJ, SJO, SJT, SJTO.

POWER TOOLS/PLUG AND CORD SETS

- Any cord that is cut in a way that exposes insulation will be removed from service and repaired.
- All tools and plug sets will be tested for continuity.
- If grounding pins are missing the plug and cord set will be removed from service.
- Any tool plug or cord set failing the continuity test will be removed from service.
- All power tools will have three-pronged plugs unless double insulated.

GROUND-FAULT CIRCUIT INTERRUPTERS (GFI)

- Each 120-volt electrical wall receptacle in project trailers near water will incorporate a GFCI.
- Each 120-volt, single-phase 15-and20 ampere receptacle outlet including those on a generator will have an approved GFCI.
- GFCIs will be located in line as close to the piece of equipment as possible.

POWER LOCK OUT PROCEDURE

The purpose of this procedure is to ensure that employees are protected from unintended motion or release of energy, which could cause injury.

MANAGEMENT RESPOSIBILITES

- Each supervisor shall train all new employees and periodically instruct existing employees on the provisions of the lockout procedure.
- Each supervisor shall assure that the provisions are complied with.
- Each supervisor shall make available lockout tags to the employees and make sure the tags are installed and the proper steps have been taken before any service or set up can occur.

EMPLOYEE RESONSABILITES

- Employees shall comply with the lockout procedure
- Employees shall consult with any supervisor with any questions regarding the procedure
- Employees shall obtain and care for the lockout tags required to comply with the procedure.

PROCEDURES

- Before working on or setting up any equipment make sure it has been lockout tagged and unplugged from any power source, or if gas operated the switch has been turned off and the spark plug cap has been removed to prevent start up.
- After lockout tags have been installed and power has been verified to off can the repair or set up begin.
- After repair or set up has been completed the supervisor shall test the machine before removing the lockout tags.
- If the machine or tool cannot be repaired on site or to safe operation it must be removed from service.

EMERGENCY ACTION PLAN

- I. Emergency evacuation plan
- II. Methods to account for Duke Roofing Co. employees
- III. Critical operations
- IV. Means of reporting emergencies.
- V. Rescue and medical duties.
- VI. Company representative(s) responsible for plan.

I. EMERGENCY EVACUATION PLAN

On a typical roofing, or sheet metal project, Duke Roofing Co. will prepare an emergency evacuation plan for two areas: the roof and the ground.

Roof evacuation procedures are as follows: _____ Use interior stairs, ladder or lift to get to ground and meet for head count in parking lot in front of building.

Ground evacuation procedures are as follows: Exit site and assemble for head count at Duke Van.

II. METHODS TO ACCOUNT FOR DUKE ROOFING CO EMPLOYEES

Employees have been instructed to meet at a designated location so that they can be accounted for on the project. If it is determined that any employees are missing, the responding agency will be notified. The agency also will be informed about the last known whereabouts of missing employees.

The meeting location for this project will be: Parking Lot at Duke van.

III. CRITICAL OPERATIONS

If any emergency occurs on a project involving propane, combustion engine equipment or electrical tools, DUKE ROOFING CO. employees will shut off propane sources at the cylinders and turn off all equipment before evacuating, provide employee safety in not jeopardized by doing so.

Does this project involve the use of propane?	Yes__ No_x_
Does this project involve the use of a combustion engine?	Yes_x_ No__
Does this project involve the use of electrical tools or another ignition source?	Yes_x_ No__
Does this project involve the use of other critical operations not listed?	Yes__ No_x_

If our employees are not able to shut off propane supplies, the fire dept. or other responding emergency agency will be notified of the presence and locations of the propane tanks.

List locations of propane on this site:

NA

IV. RESCUE AND MEDICAL DUTIES

This crew will rely on paramedics or other emergency rescue teams.

V. MEANS OF REPORTING EMERGENCIES

When a fire or emergency occurs, it is our intention to notify all employees, affected contractors, building owners and homeowners about the crisis.

The first call will be made to the local fire department by using 911. If 911 is unavailable in the job area or there is an on-site fire department, such as military installations, that emergency telephone number will be used instead.

The address of this job site is: 201 W North St, Chelsea, MI 48118

VI. COMPANY REPRESENTATIVE (S) RESPONSIBLE FOR PLAN

The job foreman is the responsible person to contact with any questions regarding this plan. If additional information is needed, the project manager should be contacted

ENVIRONMENTAL HEALTH AND SAFETY

SPILL RESPONSE PLAN

Below is the general procedure to follow in the event of a spill or loss of product that results in an impact or potential impact to soil, surface water, groundwater or sanitary sewer system.

Notifications:

- 911 (if immediate danger to life or health)
- General Contractor Site Superintendent.
- Environmental Emergency Response Contractor (if necessary).

Spill Kits

- Spill kits containing Haz-mat absorbent pads or rolls will be located in foreman's truck on all job sites.

Cleanup:

- Impacted soil or used absorbent material shall be picked up and stored in a waterproof, leak proof manner such as on plastic sheeting and covered with plastic sheeting, a drum or roll-off container with a lid or cover that can be secured, or a 5-gallon bucket with a secure lid.
- The project Safety Manager will work with the proper authorities to determine the appropriate sampling and disposal protocols for handling impacted soils, absorbent materials, or water.

CHEMICAL STORAGE AND DISPOSAL

The storage of chemical and oil shall be kept in the original packaging. If this is not possible, they shall be in small containers such as bottles, jugs, vials or boxes must be:

- In good condition (no cracks, leaks, rust)
- Placed in secondary containment
- Compatible with the chemical
- Labeled with the “Chemical Name” and hazard associated.
- Kept CLOSED unless actively removing chemicals. Funnels must be removed immediately after use and the container lid must be closed and sealed.
- Incompatible chemicals shall be segregated.
- All containers shall be protected from the elements.
- All containers shall be secured to prevent theft or vandalism.

Disposal of any chemicals shall be done in strict accordance of manufactures recommendations.

ASBESTOS

The purpose of this program is to establish guidelines and procedures in the operations and maintenance of asbestos containing materials to protect all employees, contractors, visitors and vendors from potential health hazards of asbestos related diseases. The Program applies to routine work during which an employee may encounter asbestos as well as work undertaken to repair or remove asbestos-containing material.

Effective implementation of this program requires support from all levels of management. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

DRC will ensure that all potential sources of asbestos at all job sites are evaluated. This program is intended to address comprehensively the issues of; evaluating and identifying potential sources of asbestos, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures and protective measures for employees. Prior to the commencement of construction activities, the project manager or designee shall assure that all potential asbestos containing material is sampled. If during construction activity a suspect material is discovered the area will be cordoned off until sampling has been completed. If the material is determined to be asbestos then the project manager will coordinate its removal. All employees shall be protected from exposure to asbestos fibers by isolating and controlling access to all affected areas during asbestos work. All tasks involving the disturbance of asbestos containing material will be conducted only after appropriate work controls have been identified and implemented. A qualified supervisor shall be available at asbestos controlled work sites during all activities. Proper personal protective equipment, vacuums and HEPA filters shall be used and properly maintained. All outside contractors must provide the appropriate certifications and documentation prior to conducting the work.

Never do the following to any asbestos-containing materials or suspected materials:

- Drill
- Hammer
- Cut
- Saw
- Break
- Damage
- Move
- Disturb

Presumed to be Asbestos Containing Building Material (ACBM):

Certain building materials installed prior to 1981 must be presumed to contain asbestos unless proven to be asbestos-free. This is to prevent over sampling, and to prevent sampling that would trigger unnecessary remedial response such as fire doors or vibration dampers. Sampling these items would damage them and trigger their replacement. Normally sampling is only performed on these items when they will be disturbed or are already damaged. When there is reasonable belief that assigned work has potential hazards or suspected hazards, the employee shall stop work activities and immediately contact their supervisor. The supervisor will contact the project manager to determine the potential of asbestos present. Should asbestos be determined to be present then the project manager will take the proper procedures to either abate or render safe the area of concern. The employee will be informed when the work is determined to be safe. The employee will then proceed with completion of the assignment.

Training

All DRC employees will be trained to carry out their work without endangering themselves, their coworkers or other building occupants. In addition, all employees will receive awareness training. The training will be repeated annually and must include:

- a. health effects of asbestos;
- b. locations, signs of damage and deterioration of asbestos-containing materials and presumed asbestos-containing materials;
- c. the proper response to fiber release episodes;
- d. the types, properties and uses of asbestos.
- e. The hazards of asbestos fiber inhalation and ingestion.
- f. Types of activities which could release asbestos fibers.

Emergency First Aid Procedures:

For emergency medical assistance dial 911. Report all work related incidents to the project manager or foreman.

- a. Eye Exposure: Wash immediately with large amounts of water for at least 15 minutes. Lifting the lower and upper lids occasionally, get medical attention as soon as possible.
- b. Skin Exposure: Immediately flush with copious amounts of water. Remove any clothing contaminated, and flush exposed skin areas, get medical attention as soon as possible.
- c. Swallowing Exposure: If Asbestos has been swallowed and the victim is conscious, call for medical assistance or a doctor immediately.
- d. Respiratory Exposure: Get the victim to open, fresh air immediately. Keep the victim warm and at rest. Get medical attention as soon as possible.

LEAD

To provide a hazard free workplace and have a Lead Protection Program to ensure the safety and health of all company employees performing job tasks in which a potential lead exposure could occur. Compliance with this program is mandatory and is applicable to all company employees who work in an environment where lead is present in any amount. Failure to comply will result in disciplinary action and/or is grounds for termination.

Methods of Compliance

The nature of job activities sometimes involves working with lead environments where there is a potential for lead exposure. Prior to commencing work on a job where potential lead exposure is identified as a hazard, a pre-

job investigation using the Lead Assessment is completed which allows the company to provide effective control methods for employees. The Lead Protection Program incorporates all of the requirements of 29 CFR 1926.62(e)(2)(ii)(A)-(I)

Once the site-specific Lead Assessment is completed all applicable employees will receive information and training for the identified areas of potential lead exposure at that site. During work activities, the supervisor will periodically inspect the area to maintain the effectiveness of the lead protection program. If the inspection reveals a change in the work environment that could increase potential lead exposure, all employees will evacuate the area and a follow-up lead assessment will be completed and the necessary additional precautions will be implemented before work activities resume.

Employee Information & Training

Information and training will be given to all employees who may be exposed to lead above the action level, or who may suffer skin or eye irritation from lead. The training program will inform employees of the following:

- Specific hazards associated with their work environment
- Personal protective equipment
- Lead exposure
- Dangers of lead
- Health hazards associated with lead overexposure
- Employee rights under the lead standard

Documentation of employee information and training is kept on file at the corporate office.

HAZARD COMMUNICATION PROGRAM

The following hazard communication program has been established Duke Roofing Co. This program will be available for review by all employees.

I. HAZARD DETERMINATION

Duke Roofing Co will rely on Material Safety Data Sheets (MSDS) from manufactures and suppliers to meet determination standards.

II. LABELING

- A. Duke Roofing CO will be responsible for seeing that all material brought in by the company are properly labeled.
- B. All labels shall be checked for:
 - 1. Identity
 - 2. Hazard
 - 3. Name and address of responsible party
- C. Each employee shall be responsible for seeing that any portable container in their work area are properly labeled.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The project manager will be responsible for compiling the master MSDS file. It will be kept in the office or job trailer.
- B. Copies of these MSDS sheets will be available at all times for employees to review at either location.
- C. The employees will be provided with the required MIOSHA Right to Know posters and postings notifying employees of new or revised MSDS sheets within 5 days of receipt of new or revised MSDS sheets.

IV. EMPLOYEE INFORMATION TRAINING

- A. The company shall coordinate and maintain records of training conducted for the employees.
- B. Each new employee before starting work or as soon as possible will attend a safety class. In this class they will be given information on:
 - 1. Chemicals and their hazards in the work place
 - 2. How to lessen or prevent exposure.
 - 3. What the company has done to lessen or prevent exposure to these chemicals
 - 4. Procedures to follow in the event they are exposed.
 - 5. How to read and interpret labels and MSDSs.
 - 6. Where to locate and obtain copies of the MSDS sheets

C. The employee will be informed that:

1. The employer is prohibited from discharging or discriminating against any employee who exercises the rights regarding the information about hazardous chemicals in the work place.
2. The employee may also obtain copies of the MSDS sheets from the department of public health as an alternative to requesting copies from the employer.

D. Attendance of these training records will be kept on file.

E. Before any new hazardous chemical is introduced into the work place each employee shall be given information in exactly the same manner as the safety class.

EQUIPMENT SAFETY

No DRC employee shall not operate any specialty equipment such as cranes, hoist, aerial lifts, mass climbing devices, scaffolding or any mobile equipment without the proper training. A competent person shall do all training and documentation shall be kept in the home office or on his/her person.

Prior to daily use of any specialty equipment a competent person shall perform all required inspections and document the findings to allow workers to verify that the equipment has been inspected and is approved for use. If the equipment fails any inspection for any reason it shall be “tagged out” and removed from service.

FALL PROTECTION

All employees shall be trained in ongoing fall protection procedures, if you have a question or concern about fall protection tell your supervisor.

A Fall Protection Work Plan shall be filled out by the site foreman and reviewed by all personal before access to the roof will be authorized. A copy of the Fall Protection Work Plan can be found in the appendix.

Any work performed 6’ above grade or higher requires fall protection or guard rail.

Low sloped roofs safety warning lines must be installed 6’ from the edge; whenever an employee has to perform work outside the warning line they must have a dedicated fall restraint.

Steep sloped roofs slide guards will be used along with personal fall arrest systems on all jobs above 6/12 pitch and on all jobs regardless of slope above two stories.

Hoist areas guard rails and or personal fall arrest systems will be used for all employees using the hoist equipment.

All holes in roof decks will be covered and clearly labeled “hole” when no work is ongoing at the opening i.e. installing wood blocking at skylight opening.

Controlled access zones shall be completed to restrict the traffic flows near unprotected edges.

FIRE PROTECTION

For a fire to be present three elements must be present in sufficient quantities:

- Ignition
- Fuel
- Oxygen

Fuel sources include combustible materials, such as wood, paper, trash and clothing; flammable liquids, such as gasoline or solvents; and flammable gases, such as propane.

Every roofing project has most of these products present. The key to preventing fires is to be aware of these products and how they could cause a fire.

A fire extinguisher must always be present on the project, and all employees should know where it is located. Duke Roofing Co will have and class ABC fire extinguishers in company vehicles, on the work site and near all exit routes.

CLASS A – fires involving ordinary combustibles, such as paper, trash, some plastics, wood and cloth.

CLASS B – Fires involving flammable gases or liquids, such as propane, oil and gasoline.

CLASS C – fires involving energized electrical components.

CLASS D – **fires** involving metal. Class D fires rarely occur in the roofing industry.

USING FIRE EXTINGUISHERS

When using fire extinguishers, employees should employ the “PASS” system of firefighting.

P- Pull the pin on the extinguisher.

A – Aim at the base of the fire.

S – Squeeze the handle.

S – Sweep at the fire, moving from side to side.

Fire extinguishers are located on the company vehicles. The fire extinguishers shall be inspected daily to ensure they are showing a positive charge. Any fire extinguisher that has been used or found to be defective will be removed from service and replaced immediately. All fire extinguishers are inspected/serviced annually or replaced to maintain current certifications.

If the fire cannot be extinguished with one full extinguisher, and the employee feels that the fire cannot be extinguished safely they should evacuate the area and call the fire department.

FIRE PREVENTION

Fire prevention is relatively simple. It requires only that employees remember to keep the three elements of fire from coming together. One way to prevent is to post and enforce no smoking signs around flammable liquids, gases and adhesives. Proper handling and storage of flammable and combustible liquids will help fires from occurring. There shall be no smoking on all DRC job sites.

- All flammable liquids shall be stored in FM Global Insurance approved containers/cabinets and all storage and labeling shall comply with rules and industry standards.
- All oily rags and oily cloths shall be taken off site at the end of each shift for proper disposal.
- Temporary membrane construction enclosures and partitions, which are susceptible to burning, shall be protected from fire and shall be made of fire retardant material.

HOT WORK PERMITS

Will be used when any of the following conditions are present. The hot work permits are located in the company vehicle and to be filled out and reviewed by safety personnel.

- When any open flames are present.
- Any cutting or grinding work may produce sparks

Flammable liquids such as gas, propane, solvents and sealants shall be stored away from any open flames or sparks in their original containers clearly stating that they are flammable. Gas shall be contained in a safety gas can meeting OSHA and NFPA code 30 requirements.

EMPLOYEE ALARM SYSTEM

OSHA requires personnel on the project to be informed when a fire breaks out. For a crew of 11 or under shouting is a permissible means of informing employees, for crews larger than 11 a horn or whistles are needed as the alarm.

FIRST AID

Back injury is fairly common in construction trades as a result of material-handling accidents and falls. When a serious accident occurs, a back injury may go unnoticed because of other more visible injuries. It should always be assumed that a person involved in a serious accident has a spinal cord injury.

- Prevent the victim from moving, and do not attempt to move him.
- Keep the victim's head stationary.
- If the victim is unconscious, make sure his airway is open.

HEAT- RELATED ILLNESSES

Heat cramps are muscle spasms that can be so severe they seem to be an acute abdominal problem.

- Remove the victim from the heat and loosen tight or heavy clothing.
- Have victim lie down to relieve cramping.
- Have victim drink lots of fluids.

HEAT EXHAUSTION

Heat exhaustion is the most common heat-related illness. A heat exhaustion victim's skin will be cool, clammy and his face will be an ashen gray. The victim may feel dizzy, faint or weak, and may experience headache or nausea. The same steps may be taken as for heat cramps, however if the victim does not feel better after 30 minutes he should be transported to the hospital.

HEAT STROKE

Is the least common but the most serious illness caused by heat exposure. Untreated heat stroke will result in death. In the early stages of heat stroke the victim may not sweat, but as the body temperature rises, the skin becomes hot, dry and flushed. The victim will lose consciousness as the body's core temperature rises. Whatever is possible should be done to cool off the person immediately.

- Get the person into an air-conditioned place.
- Call EMS to transport victim to the hospital quickly

MINOR CUTS and SCRAPES

First aid kit will be available in all company owned vehicles as well as all job site "Gang Boxes" for immediate use to treat minor cuts and scrapes and will be refilled daily or after use. Reporting of minor injuries will be reported to the office.

HOUSEKEEPING

DRC employees shall at all time keep the worksite free from accumulations of waste material or rubbish. DRC employees shall conduct operations in such a manner, which will control blowing dust. The amount of dust resulting from operations shall be controlled to prevent the spread of dust to adjacent public and private properties and to avoid creation of a nuisance in the surrounding area. Temporary methods consisting of sprinkling or similar methods will be permitted to control dust. Use of water will not be permitted when it will result in, or create, hazardous or objectionable conditions such as ice, flooding and pollution. Dust control shall be performed as the work proceeds and whenever a dust or nuisance or hazard occurs.

All DRC employees shall at all times keep the work site free from accumulation of waste materials or rubbish caused by their operations, keep the premises clean and free from fire hazards, maintain the work and materials stockpiles neat and orderly at all times to permit safe and convenient access and movement of workers and materials throughout the work site and prevent the spread of debris, dust or other contaminants into the air or surrounding areas at all times.

Construction debris and rubbish generated by activity shall be removed from the point of origin daily and not allowed to accumulate. It shall be deposited in a trash container on the site until hauled away. Scrap materials for reuse in temporary work shall be segregated and properly stored, protected and covered as for new materials. The result of the above shall be the maintenance of a clean project, with a minimum of fire hazards.

All DRC employees shall cooperate with each other and shall use reasonable diligence and shall make every effort, in connection with their work, to avoid excessive dirt, rubbish and general refuse and to minimize the extent of cleaning.

JOB SAFETY ANALYSIS

Since our goal in developing a safety program is to reduce or eliminate on the job accidents, our policy needs to be based on a thorough and realistic assessment of the job hazards our employees face. A job risk analysis is a simple process we will use to determine the specific risks our employees may encounter in the performance of their duties.

In a Job Safety Analysis, an employee or group of employees work together with the supervisor to identify, step by step, the potential hazards faced in the performance of the job. When performing a job with a number of steps you should target the steps with the highest risk for an accident.

This process begins with careful consideration of the general conditions under which the job will be performed. The analysis team should develop a checklist based on their discussion.

Next the job is broken down into the individual steps and performed with the supervisor observing. Even a process as simple as setting up a ladder can be broken down into steps, lifting and carrying the ladder, placing it against the side of the building, locking the rungs in place, and tying it off.

The final step in Job Safety Analysis is a recommendation of procedures that can reduce or eliminate each threat. Needless to say, suggested procedures should not be more dangerous than current ones, nor should they be so cumbersome that employees will be tempted to ignore them. The point of a Job Safety Analysis is not to turn a relatively simple procedure into a major production, but rather to be sure employees, especially new employees do not overlook any potential hazards.

As with any safety measure, follow-up is important. Periodically, you need to assess whether employees are actually following the procedures, in which your above analysis led you to recommend, and if not, why?

A sample Job Safety Analysis Worksheet can be found in the appendix.

PERSONAL PROTECTIVE EQUIPMENT

All employees will wear the appropriate PPE on the job site or the foreman will not allow employee to enter the work site.

- Head protection (hard hats) will be worn at all times on job sites.
- Eye protection will be worn at all times.
- Long pants will be worn at all times.
- No sleeveless shirts will be allowed at any time.
- Hearing protection will be used when using power tools and gas motors.
- Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. Athletic or canvas-type shoes shall not be worn.
- Protective gloves or clothing shall be worn when required to protect against a hazard.

- Harnesses and lanyards shall be utilized for fall protection as required in MIOSHA Construction Safety Standards.

POTENTIALLY HAZARDOUS EXHAUST SYSTEMS

DRC management will determine if any work involves the existence of a potentially hazardous exhaust system and inform all personal before work begins. Specific site investigations for most potentially hazardous exhaust systems are not necessary unless unusual circumstances exist. All employees working on any potentially hazardous exhaust system shall wear appropriate PPE. Management shall arrange with OSEH to perform a site investigation under the following conditions: radioactive materials are used in the affected fume hoods or exhaust system, perchloric acid fume hood systems are involved, unusual circumstances or hazards were identified.

PROTECTION OF THE PUBLIC

The project shall evaluate every job site prior to work to determine any necessary precautions to prevent injury to the general public. At a minimum all job sites will be secured against unauthorized access and appropriate warning signage will be placed as necessary. Where roadways or walkways must be encroached or closed due to work, adequate barriers shall be installed to safely redirect the flow of vehicles and pedestrians and protect them from construction activities. Whenever it is necessary to maintain public use of work areas (such as sidewalks, ramps, entrances to buildings, lobbies, corridors, or stairways), the public shall be protected with appropriate guardrails, barricades, temporary fences, overhead protection, or temporary partitions. The public must also be adequately protected from any work created hazard. Appropriate warnings, signs, warning lights and instructional safety signs shall be conspicuously posted and placed where necessary.

The public must also be protected from falling debris and objects from the work site. Overhead protection shall be provided that will fully protect the public and be capable of withstanding the maximum forces that could be applied from potential falling objects. Special attention shall also be given to developing adequate means to protect against wind-blown debris.

RECORDKEEPING AND INCIDENT REPORTING

Accident and “Near-Miss” Investigation

An essential component of an effective safety program is a thorough investigation of every incident that takes place on the job, as well as near misses that could have resulted in injury or death. The purpose of your investigation should not be to place blame for the accident, but to understand what happened and how it happened so that you can take measures to avoid repeating the incident in the future. Use the Incident Investigation Report form located in the appendix to report all accidents or “near-miss” incidents that occur within 24 hours.

SUBSTANCE ABUSE POLICY

Duke Roofing CO considers substance abuse to be a very serious issue and attaches great importance to its commitment to maintain a drug free work environment.

Coverage: Any full time or part time employees are subject to the guidelines in this policy.

Therefore: The use of or being under the influence of any controlled substances or alcohol is strictly prohibited. Any employee violating any part of this policy is subject to serious disciplinary action up to and including termination of employment.

TESTING

Applicants for employment at Duke Roofing Co will be required to submit to a 9 Panel substance abuse screening by a 3rd party (MUST Safety) after an offer of employment is made. Results of all screenings are available on line through MUST.

Any such applicant whose test result is positive will no longer be considered for employment.

Any employee may be required to submit to substance abuse testing based upon “reasonable suspicion” or for “show cause” that the employee is in violation of this policy.

POST ACCIDENT TESTING

An employee is subject to testing after any on the job accident if the employee’s human error may have been a factor in the accident or injury involves lost work days. On the job accidents include (but are not limited to) vehicle accidents, fires damage to physical assets, assaults etc. In all cases of post-accident testing urine or blood samples should be taken within 8 hours of the accident. It’s the employee’s responsibility to notify the employer of all accidents. It’s the employee’s responsibility to present themselves at the employers designated medical facility for testing.

RANDOM TESTING

Employee’s whose job involves working with hazardous materials or operates commercial vehicles at any time of employment will be subject to testing without notice.

POSITIVE TEST RESULTS

If a substance abuse test is conducted in any of the aforementioned situations and the test result is positive the employee who tested positive will be terminated from employment.

LEGAL DRUGS

An employee’s use of “prescribed or over the counter drugs” may pose a significant risk to the safety of the employee or others. Any employee using prescription and or over the counter drugs that may affect job performance or alter their behavior must consult their physician regarding the effects of such legal drug use or the employee’s ability to perform their assigned duties. Upon reporting to work, the employee should provide his supervisor with written documentation to support the employee’s legal drug use and fitness for duty.

USE OF CONSENT FORM

Whenever an employee or applicant is scheduled to take a substance abuse test, a new consent form must be completed.

VISITOR POLICY

Visitors are not encouraged on any jobsite but if it is necessary, they must contact the main office or speak to the jobsite foreman before gaining access to the site. If access is granted, they will be briefed about any hazards that are present on the site and what PPE is required to worn. They must also be accompanied at all times by a DRC employee and abide by all project-specific requirements.

Job Orientation Guide

Company: Duke Roofing Co
 Trainer: Norman Burmeister
 Date

Employee:
 Hire Date:
 Position:

This checklist is a guideline for conducting employee safety orientations for employees new to Duke Roofing Co. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company and MIOSHA	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of firefighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered. The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: _____ **Supervisor's Signature:** _____

Date: _____ Employee's Signature: _____

EMERGENCY CONTACTS

PROJECT ADDRESS: 201 W North St, Chelsea, MI 48118

PROJECT TELEPHONE: 734-686-4042

OFFICE TELEPHONE: 734-434-2957

LOCAL POLICE: 911

LOCAL FIRE: 911

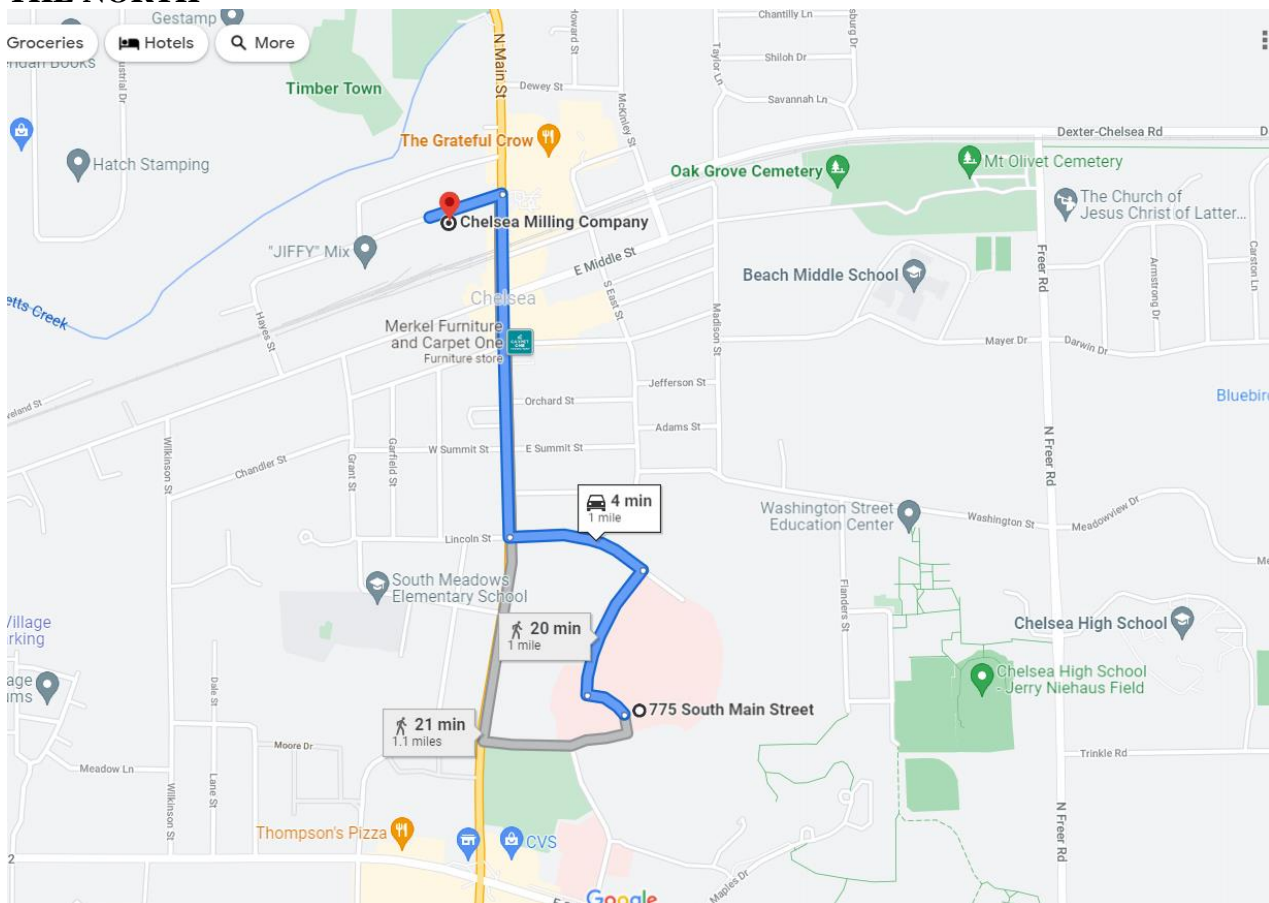
LOCAL PARAMEDICS: 911

LOCAL HOSPITAL ADDRESS: 775 S Main St, Chelsea, MI 48118

LOCAL HOSPITAL TELEPHONE: 734-593-6000

DIRECTIONS TO HOSPITAL:

USE THIS SPACE TO DRAW DIRECTIONS TO HOSPITAL. BE SURE TO INCLUDE ARROW TO THE NORTH

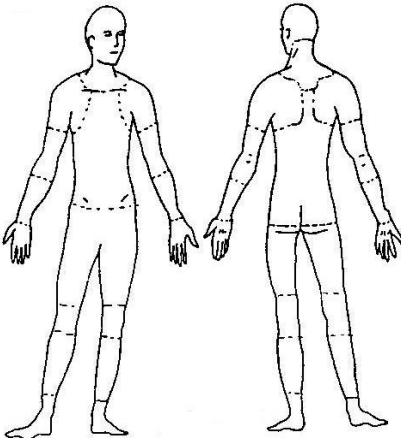


Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other _____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing this job:

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	

Names of witnesses (if any):

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
<p>Unsafe workplace conditions: (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____ 	<p>Unsafe acts by people: (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
<p>Why did the unsafe conditions exist?</p>	

Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been similar incidents or near misses prior to this one?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

- Stop this activity Guard the hazard Train the employee(s) Train the supervisor(s)
- Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy
- Routinely inspect for the hazard Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

Step 5: Who completed and reviewed this form? (Please Print)

Written by:	Title:
Department:	Date:

Names of investigation team members:

Reviewed by:

Title:

Date:

JOB SAFETY ANALYSIS WORKSHEET

TITLE OF JOB OPERATION: Jiffy Warehouse

Date: 1/14/2022

Title of person who does job: All Employees

Employee observed: _____

Location: 201 W North St, Chelsea, MI 48118

Analysis made by: Norman Burmeister

Analysis approved by: GKD

Sequence of basic job steps	Potential accidents or hazards	Recommended safe job procedures
Stage Site	Back Injury	Lift with Legs
Anchor Point Tie Offs	Pull Out	Install anchors to manufactures specs
Tear Off Roof	Falling Debris, Slip & Fall, Eye Injury	Guard Rail, Barricades, PPE Fall Protection
Install Roofing	Falling Debris, Slip & Fall, Eye Injury	Guard Rail, Barricades, PPE Fall Protection, Safety Glasses
Clean up & Breakdown	Back Injury	Lift with Legs

Personal protective equipment required for this position:
Hard Hats, Safety Glasses, Safety Boots, Gloves, PPE Fall Protection

Other hazards that may develop and will be addressed in our safety meetings:
Project is located in wooded area; high winds could result in falling branches.
Could be bad roof deck. Any bad decking found will be immediately flagged off and replaced ASAP.

FALL PROTECTION WORK PLAN

COMPANY: Duke Roofing Co. DATE: 1/14/2022
SITE ADDRESS: 2650 Carpenter Rd, Ann Arbor, MI 48108
REPORT PREPARED BY: Norman Burmeister TITLE: Safety Representative

- 1) SPECIFIC WORK AREA: Roof Top
2) ACTIVITIES: Install Roofing
3) IDENTIFY ALL FALL HAZARDS IN THIS AREA: Ladder, Roof edges, Bad roof deck

4) CHECK THE METHOD OF FALL RESTRAINT OR ARREST TO BE UTILIZED:

- STANDARD GUARDRAIL
- FULL BODY HARNESS
- SCISSOR LIFT
- SECURED TO EXISTING STRUCTURE
- TIE-OFF POINT CAPABLE OF 5000 LB/PERSON
- BOOM LIFT
- SHOCK ABSORBING LANYARD
- RETRACTABLE LANYARD
- FORKLIFT BASKET
- SCAFFOLD W/GUARDRAIL
- OTHER (SPECIFY)
- WARNING LINE
- WARNING LINE & SAFETY MONITOR (See WAC 296-155-24521)

- 5) DESCRIBE PROCEDURES FOR ASSEMBLY, MAINTENANCE, INSPECTION AND DIASSEMBLY OF THE SYSTEM (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OR THIS FORM OR ATTACH A SEPARATE SHEET.)

Install anchors to manufactures specs. Inspect harness, ropes, and anchors before use daily. Any defective PPE will be tagged out & removed from service. Fasten anchor points to & from ladder access

- 6) DESCRIBE PROCEDURES FOR HANDLING AND SECURING TOOLS, EQUIPMENT AND MATERIALS AND FOR PROVIDING OVERHEAD PROTECTION FOR WORKERS (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OF THIS FORM OR SEPARATE SHEET):

Workers to remain tied off at all times. Toe boards and brackets will be used to hold stored material and a slid guard at the bottom edge as a secondary catch

- 7) DESCRIBE THE METHOD FOR PROMPT, SAFE REMOVAL OF INJURED WORKER(S):
(Calling 911 is not sufficient as a means of rescue)

Secure employee and administer first aid until emergency workers arrive

- 8) I CERTIFY THAT I HAVE RECEIVED FALL PROTECTION ORIENTATION INCLUDING THE MATERIAL COVERED IN THIS FALL PROTECTION WORK PLAN.

EMPLOYEE NAME:

DATE:

Duke Roofing Project Manager: Norman Burmeister 734 434-2957 or 734 216-0609
Superintendent: Geoffrey Duke 734-320-1263
Forman: Steve Galvan 734-686-4042

Project specific plan for this job can be found in the company vehicle or by contacting Norman Burmeister 743-216-0609

All MSDS sheets are located on tablet see Norman Burmeister 734 216- 0609

Safety meetings will be conducted every morning before work commences.

First aid kits are located in all company vehicles.

The accident report forms are located in all company vehicles

The monthly summary of recordable injuries/illnesses, lost time and total recordable rates, near miss incidents are located in the foreman's truck Geoffrey Duke.

Any work performed over doorways or sidewalks will require coordination with building occupants to ensure safety due to falling objects.

All visitors to this site are required to check in with the Site foreman. They will need an escort and wear all required PPE.

Cell phone use on the job site is prohibited personal or private! Cell phone usage shall only be allowed outside of the job site.

This is a no smoking job site and will not be tolerated.

MUST ID#	Employee Name	CompanyName			Status
C00001430	Bair, Nathan	Duke Roofing Company			Current
A00145981	Burmeister, Norman	Duke Roofing Company			Current
C00001407	Duke, Geoff	Duke Roofing Company			Current
A00099288	Galvan, Steve	Duke Roofing Company			Current
	Torrey, Justin	Duke Roofing Company			
A00059780	Figgins, Robert	Duke Roofing Company			Current
C00036713	Asmus, Roy	Duke Roofing Company			Current
C54301786	Leonard, Konner	Duke Roofing Company			Current
A00071250	Sauceda, Juan	Duke Roofing Company			Current
A00134366	Sauceda, Dave	Duke Roofing Company			Current

**Construction Industry Safety
Coalition Recommendations:**
COVID-19 Exposure Prevention,
Preparedness, and Response
Plan for Construction



Duke Roofing takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the company and at all of our jobsites. We will continue to monitor available U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") guidance on the virus.

This plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The company may also amend this plan based on operational needs.

This plan is intended to provide safety measures for all employees, site visitors, owners, subcontractors, vendors, etc. Any reference to "employees" encompasses all of these individuals.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, the company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please ask your manager or supervisor.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.

- Avoid close contact with people who are sick. In addition, employees must familiarize themselves with the symptoms of COVID-19:
 1. Coughing
 2. Fever
 3. Shortness of breath, difficulty breathing
 4. Early symptoms such as chills, body aches, sore throat, headache, diarrhea,
 5. nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

III. Job Site Protective Measures

The company has instituted the following protective measures at all jobsites.

A. General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted electronically.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people. Break and Lunch is to be taken in each employee outside of the Controlled Access Zone; such as in their individual vehicle (personal or company issued).
- The company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time. Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation.
- If practicable, employees should use/drive the same truck or piece of equipment

every shift.

- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles. All personal containers for food and drink may be required to be kept outside of the controlled access zone.

B. Workers entering Occupied Building and Homes

When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.

- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The company will provide alcohol-based wipes for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Job Site Visitors

- The number of visitors to the job site will be limited to only those necessary for the work.
- All visitors will be screened in advance of, and/or upon arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
 1. Have you been confirmed positive for COVID-19?
 2. Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 3. Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 4. Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. Personal Protective Equipment and Work Practice Controls

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:

- Gloves: Gloves may be worn while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
- Eye protection: Eye protection should be worn at all times while on-site.

NOTE: The CDC is currently not recommending that healthy people wear N95

respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.

Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:

- Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
- Limit exposure time to the extent practicable.
- Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

IV. Job Site Cleaning and Disinfecting

The company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

Jobsite trailers and other common areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC. Each employee is expected to clean their own work space. Common areas will be cleaned by designated personnel on a per site basis.

Any trash collected from the jobsite must be changed daily by someone wearing nitrile, latex, or vinyl gloves or hands washed upon completion.

Any portable jobsite toilets should be cleaned by the leasing company at least weekly and disinfected on the inside. The company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.

Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider. This cleaning will be conducted by the individual driver/user.

If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again.

The company will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant;
- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (these can be used if appropriate for the surface).

The company will maintain Safety Data Sheets of all disinfectants used on site.

V. Jobsite Exposure Situations

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery (Recovery is defined as: resolution of fever with the use of fever-reducing medications; and improvement in respiratory symptoms [e.g., cough, shortness of breath].; and (2) at least seven (7) days have passed since symptoms first appeared.

Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The company will require an employee to provide documentation clearing their return to work.

Employee Has Close Contact with a Tested Positive COVID-19 Individual

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the company learns that an employee has tested positive, the company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the

carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

VI. OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, the company will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the inpatient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness". However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, the company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The company's assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VIII. Confidentiality/Privacy

Except for circumstances in which the company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The company reserves the right to inform other employees that a co-worker

(without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

IX. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the company may modify this plan on a case by case basis. If you have any questions concerning this plan, please contact Geoff Duke, Jason McCafferty or Norman Burmeister.

Duke Roofing Symptom Check

In order to perform work at Duke during the current Covid situation, all employees must be able to answer no to all the following:

1. In the past 24 hours, have you experienced:
 - a. Fever, new or worsening cough, shortness of breath, sore throat, diarrhea?
 2. In the past 14 days have you:
 - a. Had close contact with an individual diagnosed with COVID-19?
 - b. Travelled via airplane internationally or domestically?

Date	Name (print)	Answer yes to any of the above?	Signature

Sample of employee symptom check prior to work commencing daily.



January 26, 2024

Duke Roofing Inc
6195 Carpenter Rd.
Ypsilanti, MI 48197-9999

Re: Workers' Compensation EMR
Policy#: 100080709
Policy Effective: 1/1/2024 to 1/1/2025

To Whom It May Concern,

Douglas G Corporation dba Duke Roofing Inc has Workers Compensation coverage with Accident Fund General Insurance Company a policy effective date of 1/1/2024. Their EMR rating is as follows:

Policy Term	Rating
1/1/2024 to 1/1/2025	.78
1/1/2023 to 1/1/2024	.79
1/1/2022 to 1/1/2023	.78
1/1/2021 to 1/1/2022	.79

If you have any questions or concerns, please do not hesitate to contact our office. Thank you.

Sincerely,

Michelle Stevick

Michelle Stevick
Account Analyst - Commercial Lines



The .gov means it's official.

Federal government websites often end in .gov or .mil. Before sharing sensitive information, make sure you're on a federal government site.



The site is secure.

The **https://** ensures that you are connecting to the official website and that any information you provide is encrypted and transmitted securely.



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Inspection Detail

Quick Link Reference

1607948.015 | 1568895.015

Case Status: CLOSED

Inspection: 1607948.015 – Duke Roofing Company

Inspection Information - Office: Michigan Safety Cnst

Inspection Nr: 1607948.015

Report ID: 0552651

Date Opened: 07/14/2022

Site Address:

Duke Roofing Company
7500 Holland Road
Taylor, MI 48180

Union Status: Union

SIC:

NAICS: 238160/Roofing Contractors

Mailing Address:

1122 Clubhouse Drive, Lake Isabella,
MI 48893

Inspection Type: Prog Other

Safety/Health: Safety

Scope: Complete

Close Conference: 07/14/2022

Advanced Notice: N

Emphasis: P:Construction,
S:Construction

Ownership: Private

Related Activity

Type	Activity Nr	Safety	Health
Inspection	1607949	Yes	
Inspection	1607947	Yes	

Case Status: CLOSED

Violation Summary

Violations/Penalties	Serious	Willful	Repeat	Other	Unclass	Total
Initial Violations				1		1
Current Violations				1		1
Initial Penalty	\$0	\$0	\$0	\$0	\$0	\$0
Current Penalty	\$0	\$0	\$0	\$0	\$0	\$0
FTA Penalty	\$0	\$0	\$0	\$0	\$0	\$0

Violation Items

#	Citation ID	Citation Type	Standard Cited	Issuance Date	Abatement Due Date	Current Penalty	Initial Penalty	FTA Penalty	Contest	Latest Event	Note
1.	01001	Other	408.41113(4)	08/15/2022		\$0	\$0	\$0		Z - Issued	

Case Status: CLOSED

Inspection: 1568895.015 - Duke Roofing Company

Inspection Information - Office: Michigan Safety Cnst

Inspection Nr: 1568895.015

Report ID: 0552651

Date Opened: 12/14/2021

Site Address:

Duke Roofing Company
 1023 East Pickard Street
 Mount Pleasant, MI 48858

Union Status: Union

SIC:

NAICS: 238160/Roofing Contractors

Mailing Address:

1122 Clubhouse Drive, Lake Isabella,
 MI 48893

Inspection Type: Planned

Safety/Health: Safety

Scope: Complete

Close Conference: 12/14/2021

Advanced Notice: N

Emphasis: P:Construction,

Ownership: Private

S:Construction

Case Closed: 02/17/2022

Case Status: CLOSED

Violation Summary

Violations/Penalties	Serious	Willful	Repeat	Other	Unclass	Total
Initial Violations	1					1
Current Violations	1					1
Initial Penalty	\$500	\$0	\$0	\$0	\$0	\$500
Current Penalty	\$250	\$0	\$0	\$0	\$0	\$250
FTA Penalty	\$0	\$0	\$0	\$0	\$0	\$0

Violation Items

#	Citation ID	Citation Type	Standard Cited	Issuance Date	Abatement Due Date	Current Penalty	Initial Penalty	FTA Penalty	Contest	Latest Event
1.	01001	Serious	19260502 F01 III	01/12/2022		\$250	\$500	\$0		I - Informal Settlement

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U.S. DEPARTMENT OF LABOR

Occupational Safety and Health
 Administration
 200 Constitution Ave NW
 Washington, DC 20210
 ☎ 1-800-321-OSHA
 1-800-321-6742
 www.osha.gov

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BID BOND
(Private Work)

KNOWN ALL BY THESE PRESENTS,

That we, DUKE ROOFING COMPANY, as Principal, and Western National Mutual Insurance, as Surety, are held and firmly bound unto CITY OF ANN ARBOR, Obligee, in the sum of FIVE PERCENT OF BID AMOUNT Dollars (5% OF BID AMOUNT) for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to Obligee on a contract for ROOF RECOVER ON FIRE STATION 1 ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

PROVIDED, HOWEVER, that neither Principal nor Surety shall be bound hereunder unless Obligee prior to the execution of the final contract furnishes evidence satisfactory to Principal and Surety that financing has been obtained to cover the entire cost of the Project.

Signed this 6TH day of MAY, 2024.

DUKE ROOFING COMPANY
(Principal)

By: _____

Western National Mutual Insurance Company
By: Samantha Gault
SAMANTHA GAULT, Attorney-in-Fact

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Western National Mutual Insurance Company, a Minnesota mutual insurance company, does make, constitute, and appoint: Calvin C. leuter, Karl leuter, Kurt leuter, Victoria L. Goodall, Cheryl M. Matuszewski, Katilyn Muirhead, Samantha Gault, Andrew Farrand
(leuter Insurance Group - #9454)

Its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required) bond, undertakings recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, hazardous waste remediation bonds or black lung bonds), as follows:

All written instruments in an amount not to exceed an aggregate of Seven Million Five Hundred Thousand and 00/100 Dollars (\$7,500,000.00) for any single obligation, regardless of the number of instruments issued for the obligation.

and to bind Western National Mutual Insurance Company thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting held on September 28, 2010. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of Western National Mutual Insurance Company on September 28, 2010:

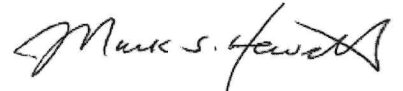
RESOLVED that the president, any vice president, or assistant vice president in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

- RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company
- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
 - (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
 - (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the Company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. IN WITNESS WHEREOF, Western National Mutual Insurance Company has caused these presents to be signed by its proper officer and its corporate seal to be affixed this 5th day of December, 2023.



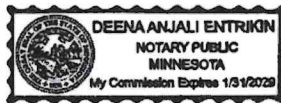
Jennifer A. Young, Secretary



Mark S. Hewitt, Vice President, Surety

STATE OF MINNESOTA, COUNTY OF HENNEPIN

On this 5th day of December, 2023, personally came before me, Jennifer A. Young and Mark S. Hewitt and to me known to be the individuals and officers of the Western National Mutual Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally dispose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Deena Anjali Entrikin, Notary Public
My commission expires January 31, 2029

CERTIFICATE

I, the undersigned, Secretary of the Western National Mutual Insurance Company, a Minnesota corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



Signed and sealed at the City of Edina, MN this 6TH day of MAY, 2024

Jennifer A. Young, Secretary



Contract Bond Authorization Request

Agency leuter Insurance Group Bid Date 5/8/2024

Agent _____ Contract Date _____

Contractor Duke Roofing

Owner / Obligee Name City of Ann Arbor

Owner / Obligee Address 301 East Huron Street, Ann Arbor, MI 48107

Project Description Roof Recover on fire station 1

Project Estimate / Price \$ 155,000 Bid Bond Penalty (%) 5

Start Date TBD Completion Date TBD Payment Terms _____

Penalties for late completion _____ Warranty period for the Contractor _____

Next two lowest bidders \$ _____ \$ _____

Bond form required: Western National Generic AIA A310 Provided by Owner

Estimated % Subcontracted 0

Current estimate of total work program cost to complete \$ _____

Does the contractor have any disputes or problem jobs? If so, please provide brief details _____

Comments _____

Company Approval by _____ Date _____

Western National Mutual Insurance Company | a member of the Western National Insurance Group
4700 West 77th Street | Edina, MN 55435 | (952) 835-5350 or (800) 862-6070 | www.wnins.com

OUR COMPANIES: ARIZONA AUTOMOBILE | LEGACY INSURANCE SERVICES | PIONEER SPECIALTY | TITAN PROPERTY & CASUALTY | UMIALIK
WESTERN HOME | WESTERN NATIONAL ASSURANCE | WESTERN NATIONAL MUTUAL | WISCONSIN AMERICAN MUTUAL