

EXHIBIT “C”
MATTCON GENERAL CONTRACTOR’S, INC.
STANDARD BUILDING RULES AND REGULATIONS

The health, welfare and safety of our employees, subcontractors, and the public are prime objectives for all our jobs. The following rules and regulations have been selected as a minimum standard only, as they do not cover all hazards you may encounter in the course of your work. They in no way relieve the subcontractor of complying with rules and regulations set forth by OSHA and/or any National or Local governing authority.

1. A job-wide weekly safety meeting with all employees working on the jobsite will be conducted, moderated or directed by the jobsite superintendent every week without fail.
2. **Hard hats and eye protection of the proper type must be worn at all times while in the actual construction area.**
3. All employees must be protected from a fall at all times if working above **six feet** from a lower level. Fall protection includes any of the following:
 - a. Personal Fall Protection Systems
 - b. Guardrails
 - c. Safety Nets
4. All accidents and incidents, no matter how minor, **must** be reported to the jobsite superintendent. An accident investigation report must be completed (**by the subcontractor and Mattcon**) and sent to the Mattcon Main Office.
5. Report any unsafe condition to our supervisor or superintendent immediately.
6. Obey all safety warnings.
7. Suitable clothing, including long trousers and shirts with sleeves (a minimum of 4” in length), proper work shoes, safety glasses, and other types of personal protective equipment necessitated by the work being performed must be used or worn during work hours and maintained in good condition.
8. Intoxicating beverages, drugs, and firearms of any kind are not to be brought onto the jobsite and are strictly prohibited.
9. There shall be no fighting, horseplay, practical jokes, or pilferage of any kind.
10. A general condition of good housekeeping should be maintained at all times.
11. Good housekeeping is to be practiced in storage areas. All materials should be maintained in neat stockpiles for ease of access. Aisles and walkways are to be kept clear of loose materials and tools.
12. Empty containers, papers, or debris of any type should not be allowed to accumulate in areas used by personnel on the jobsite. Trash cans are provided for disposal of debris.
13. **Work areas:** Clean up loose material, waste, etc., immediately. This is especially important in aisles and in the vicinity of ladders, ramps, stairs, machinery, and tools. Any type of loose materials should be removed immediately from any area if a hazard is created.
14. All scaffolds shall be **inspected and tagged** by a competent person before use daily.
15. All work platforms and scaffolds must be equipped with guardrails on all open sides. **Do not move or modify scaffolds with workmen on them.** All floor openings must be safely and securely covered or barricaded with guardrails.
16. Scaffold boards and runways must remain clear at all times.
17. Be alert for fires and be familiar with location and proper operating procedures of fire extinguishers.
18. All excavations must be safely sloped, shored, and/or otherwise protected as required by the work being performed.
19. All mobile cranes are required to have a current Annual Certification Inspection before starting to operate on the jobsite.

20. All crane operators are to be certified by a recognized party (i.e. NCCCO). Certifications must be up to date and are required in MGC jobsite files before start of the work.
21. Riding a crane or any other type of hoisting equipment is prohibited. Hoisting cables and slings must be inspected on a daily basis or at the start of every shift. Workers should be raised only in equipment designed to carry personnel.
22. Ladders must be properly constructed and kept in good condition. Damaged ladders should be removed from the work area for replacement as necessitated. Ladders must be the proper length for the job, secured at the top during use, and provided with safety feet if necessary. **DO NOT STAND ON THE TOP OR LAST RUNG OF A LADDER AT ANY TIME.**
23. Compressed gas cylinders must be maintained in an upright position, secured and capped when not in use and during storage. Oxygen and Acetylene cylinders are to be separated during storage by a distance of twenty (20) feet or by barrier at least five (5) feet high having at least one half hour fire resistance rating.
24. Hand tools and other equipment must be kept in good condition and used only for their intended purpose.
25. All electrical tools and equipment must be used with Ground Fault Circuit Interrupters (**GFCI**) in place.
26. Defective tools should be removed from service; tagged "**Out of Order – Do Not Use**". The safe condition of all tools on the jobsite, whether subcontractor or subcontractor employee owned, is the responsibility of the subcontractor.
27. All fuel powered and/or electrical equipment should be cut off or disconnected when being lubricated, refueled, repaired, or serviced in any way.
28. NO construction personnel allowed in occupied areas except with the Contractor's permission
29. Smoking is prohibited unless otherwise noted
30. Chewing tobacco, snuff or other forms of oral tobacco are not allowed in occupied areas.
31. Radios are not allowed on projects
32. No construction personnel are allowed in public restrooms. A designated restroom will be provided.
33. Protection of existing finishes is required when working or hauling in finished spaces
34. Each subcontractor is responsible to clean up his own debris. If Subcontractor fails to keep work area clean, the Contractor, upon twelve (12) hour verbal or written notice to Subcontractor, reserves the right to perform clean up and charge Subcontractor for costs incurred. Subcontractor must perform cleanup daily with a general job site cleanup once a week.
35. Parking areas will be designed by the contractor
36. Parking on landscaped area is prohibited
37. No owner furnished material is to leave the project site
38. No work is to be done for tenant or owner without written approval of contractor
39. Any subcontractor found to be responsible for damages to another trade's work or damage to existing building will be held responsible for repairs or damages. Failure to make repairs in a timely manner will result in the Contractor performing work and charging subcontractor for all costs incurred in doing so
40. During the course of the project, normal and customary owner functions and operations must be maintained. Work is to be performed so as not to interfere with the Owner's operations
41. Mattcon will not tolerate any visible or audible actions initiated or responded to by any employees of any contractors on this project towards the public. Violators will be promptly removed from the site
42. Contractors must expend their best effort toward protection of the health, safety, and welfare of the occupants on the Owner's property during the course of the work on this project.

Signature _____ Date _____