

Field Operations & Safety Acknowledgment

Operational expectations on Customer jobsites — PPE, OSHA compliance, conduct, drug-free policy, incident reporting, and quality standards.

Purpose of this document: Establishes the day-to-day field operations expected of every subcontractor on a Customer site. This document is incorporated into NPSA-001 § 9 by reference. It does not address insurance requirements (NPSA-005), the legal relationship between the Parties (NPSA-001), or background screening (NPSA-003).

1. Independent Responsibility for Safety

You are an independent contractor. You are solely responsible for the safe means and methods of your work, for compliance with applicable Occupational Safety and Health Administration (OSHA) standards, and for any required training (including, where applicable, OSHA-10 or OSHA-30 construction). NEPA-PRO LLC does not direct your work product or means and is not your safety employer.

2. Personal Protective Equipment (PPE) — Minimum

You shall arrive on every Customer site with, at minimum:

- ANSI Z89.1 Type I or II hard hat (when working below others or in any active construction zone)
- ANSI Z87.1 safety glasses
- ASTM F2413 or equivalent safety-toe work boots
- ANSI Class 2 hi-visibility vest or shirt when within 15 feet of any roadway or mechanized equipment
- Cut-resistant gloves and hearing protection appropriate to the task

Trade-specific PPE — arc-flash gear, fall-arrest, respirators, welding hoods/leathers, lockout/tagout devices — is your responsibility per task. If a task requires PPE you do not have, stop work and notify NEPA-PRO immediately. Do not proceed without proper protection.

3. Drug-Free and Alcohol-Free While Dispatched

You shall not consume, possess, or be under the influence of alcohol, recreational marijuana, or any controlled substance — including substances lawful in Pennsylvania for non-medical use — during the period from dispatch to the close of your engagement. Lawful prescription medication that does not impair your ability to work safely is permitted; medication that carries impairment warnings requires you to stop work. Reporting to a Customer site under the influence is grounds for immediate termination of NPSA-001 and forfeiture of compensation for the engagement.

4. Conduct on Customer Property

(a) Professional conduct. You shall be polite and respectful to the Customer, the Customer's family or employees, the Customer's neighbors, and any other tradespeople on site. No profanity directed at others, no harassment, no discriminatory conduct.

(b) Property care. Cover floors and surfaces appropriately to protect from damage. Use drop cloths, runners, or shoe covers in finished spaces. Clean up at the end of each engagement; remove your own debris and packaging.

(c) Smoking. No smoking, vaping, or chewing tobacco inside any structure or in the Customer's vehicles. Outdoor smoking is permitted only in clearly-disposed manner, away from flammable materials, and only if the Customer has not designated the property smoke-free.

(d) Photography. Do not photograph any Customer's personal property, family members, or sensitive areas of the home or business beyond what is needed to document your own work. Any work-progress photos are considered Confidential Information under NPSA-001 § 8.

(e) Communications. Do not give the Customer your personal contact information, business card, or any social-media handle while on the engagement; route follow-up through NEPA-PRO. This protects you and supports the non-circumvention provisions in NPSA-001.

5. Hazard Recognition and Stop-Work Authority

(a) If you arrive at a site and observe any of the following, you have **stop-work authority** and shall not begin: live unmarked utilities in a digging area; visible asbestos, lead, or mold not previously disclosed; structural conditions that pose imminent collapse risk; obvious aggressive animals; missing OSHA-required fall protection above 6 feet; or any other condition you reasonably believe creates a serious risk of injury.

(b) Notify the Customer's on-site point of contact and call NEPA-PRO dispatch immediately at **570-677-7971**. Document the condition with photos. You will be paid the booked block for the engagement even if you stand down.

6. Incident, Injury, and Near-Miss Reporting

Any of the following must be reported to NEPA-PRO LLC **within 24 hours**, in writing to service@nepa-pro.com, with photos where possible:

- Any injury to you, the Customer, the Customer's family or employees, or any third party
- Any property damage, however minor — including dings to walls, scratches to floors, or damaged finishes
- Any near-miss event
- Any vehicle accident while in transit to or from the engagement
- Any contact with law enforcement related to the engagement
- Any verbal or written threat made by or against you on the Customer site

Failure to timely report an incident is itself grounds for termination, separately from the underlying conduct.

7. Quality Standards

(a) **Workmanship.** All work shall meet or exceed the prevailing industry standard for the trade and tier (apprentice, journeyman, master/foreman) booked. Master/foreman engagements include an obligation to leave finished work to a callable inspection-ready condition where applicable.

(b) **Documentation.** Take "before" and "after" photos of your work area for every engagement, and submit them with your completion report. This protects you in the event of any later Customer dispute.

(c) **Customer feedback.** Customer ratings and unresolved complaints affect your eligibility for future engagements. Repeated 1- or 2-star ratings, or a single substantiated complaint of theft, dishonesty, or unsafe behavior, are grounds for immediate suspension.

8. Tools and Equipment Responsibility

You provide your own hand tools, standard PPE, and (where applicable) basic power tools and consumables for your trade. Specialty equipment — lifts, generators, line trucks, large compressors, welder/plasma units, forklifts, cranes — is the Customer's responsibility unless a separate written addendum says otherwise. Borrowed Customer tools or equipment shall not be used unless the Customer affirmatively offers them and you have personal training on the item.

9. Subcontracting and Substitution

You may not assign or sub-contract an accepted engagement to another tradesperson without NEPA-PRO's prior written approval. The vetted person who accepted the engagement must be the person on the Customer's site.

10. Acknowledgment

I have read and understand each of the field operations and safety expectations above. I agree to follow them on every NEPA-PRO Tradesmen engagement. I understand that violation of any item in this document may result in suspension or termination of my Subcontractor Master Agreement (NPSA-001) and may forfeit compensation for the affected engagement.

Return instructions. Once signed and dated, return this document by email to service@nepa-pro.com with the subject line including your full legal name and the document code shown in the header. Mailed copies may be sent to: NEPA-PRO LLC, 14012 Orchard Drive, Clarks Summit, PA 18411. Documents must be received and countersigned by NEPA-PRO LLC before any subcontractor onboarding is finalized.

SUBCONTRACTOR

Signature _____

Printed Name _____

Date _____