

MASTERY OF AEROSEAL SITE-SPECIFIC HEALTH & SAFETY PROGRAM

Field Manager Level 3 Training Guide

At the Field Manager Level 3, safety is no longer a checklist you follow. It is a program you own, lead, and adapt to every jobsite your crew sets foot on. This guide prepares you to apply the Aeroseal Health & Safety Program with genuine mastery: understanding what the program requires of you, completing your site-specific safety deliverables before mobilization, navigating the realities of active construction sites, managing the chemical and physical hazards specific to Aeroseal's work, and leading your crew through incidents when they occur.

SECTION 1: YOUR ROLE UNDER AEROSEAL'S HEALTH & SAFETY PROGRAM

The Accountability Chain

Aeroseal's Health & Safety Program defines five distinct roles, each with specific responsibilities. As a Field Manager, you occupy the second tier in that chain. The Director of Operations sets program standards and conducts quarterly oversight. You are the designated Project Manager / Field Manager responsible for implementation in your region. Your Lead Technician, who must be present on every jobsite at all times, is the front-line enforcer. Understanding where you sit in this chain is not administrative detail. It determines what you are legally and professionally responsible for when things go well and when they do not.

Role	Key Responsibilities	Reports To
Director of Operations	Administers the full program; quarterly inspections of all sites; oversees incident investigation	Company Leadership
Field Manager (You)	Implements program on all assigned jobs; weekly safety briefings; monthly inspections; incident investigation; ensures Lead Tech compliance; maintains program copies on-site	Director of Operations

Role	Key Responsibilities	Reports To
Lead Technician	Present on every jobsite; enforces PPE and safety rules; conducts daily area inspections; ensures injuries are treated and reported	Field Manager
All Employees	Use required PPE; notify supervisor immediately of unsafe conditions, accidents, or injuries	Lead Technician / Field Manager

What the Program Requires of You Specifically

The following Field Manager responsibilities are defined in Aeroseal's Health & Safety Program. At the Level 3 stage, you should be performing all of these consistently, not just during audits or when problems arise.

- Familiarize yourself with health and safety regulations related to your area of responsibility, including the construction standards that govern jobsite work.
- Direct, implement, and coordinate all health and safety program elements within your area of responsibility.
- Require all crew members to use personal protective equipment and safety devices, and ensure that equipment is available, maintained, used, and stored correctly.
- Ensure all persons under your supervision receive required job safety and health training.
- Conduct monthly health and safety inspections of all jobsites in your area of responsibility and direct correction of unsafe conditions.
- Conduct weekly safety briefings with all supervisors and crew members on every active job.
- Investigate all accidents and incidents involving your crew; ensure accident reports and Workers' Compensation forms are completed and submitted; take corrective action immediately to eliminate the cause.
- Maintain copies of applicable program documents and Safety Data Sheets on every active jobsite.

Key Point: Weekly Safety Briefings Are Required

A weekly safety briefing is not optional. It is a program requirement. These do not need to be formal presentations. A focused five-minute conversation at the start of the week, covering current hazards, upcoming work conditions, and any incidents or near-misses from the prior week, satisfies the requirement. Document that it happened.

The Lead Technician Is Your First Line, Not Your Last

The Lead Technician is required to be present on every Aeroseal jobsite at all times. That means when you are managing multiple jobs across multiple locations, your Lead Tech is physically running safety on each site. Your role is to make sure they are prepared: trained on the program, equipped with PPE, conducting their daily inspections, and comfortable raising

safety concerns. A Lead Tech who does not feel empowered to stop unsafe work is a gap in your safety program, not a compliance shortcut.

SECTION 2: THE SITE-SPECIFIC SAFETY MANAGEMENT PLAN

What It Is and Why It Matters

The Site-Specific Safety Management Plan is the document that translates Aeroseal's Health & Safety Program from a general policy into a project-specific record. Every Aeroseal project requires one. It is not a formality. It is the document that a General Contractor will ask for during a pre-construction meeting, that an OSHA inspector may request during a site visit, and that your operations team needs on file before your crew mobilizes.

The plan also establishes a critical piece of information that your crew and your GC contact both need before anyone sets foot on the job: where to go in an emergency. Identifying the nearest urgent care facility in advance is one of the simplest and most important things you can do as a Field Manager.

The Four Components of the Plan

The plan has a defined structure with four required sections. All four must be completed before mobilization.

Component	What to Include
Project Information	Project name, full site address, and any site-specific identifiers used by the GC (lot numbers, building phase, etc.)
Customer / GC Information	General Contractor name and address; GC site contact name and phone number
Aeroseal Team Information	Your name and contact info as Project Lead; any additional Aeroseal representative contact info
Local Urgent Care Facility	Name, full address, and phone number of the nearest urgent care facility to the jobsite. Research this before mobilizing, not during an emergency.

Completing the Plan: Field Manager Responsibilities

The Field Manager is responsible for completing the Site-Specific Safety Management Plan before every new job. The process is straightforward:

- Look up the nearest urgent care facility using the jobsite address. Confirm it accepts walk-ins and is within a reasonable distance. Services like Google Maps or similar tools make this a two-minute task.

- Fill in all project and contact fields completely. Partial entries are not acceptable. If a GC has not yet assigned a site contact, follow up before mobilizing.
- Print the completed plan and bring it to the jobsite. It should be physically accessible on-site, not only saved in a digital system.
- Bring it to the Pre-Construction Meeting. The Site-Specific Safety Plan is a standard deliverable in the Pre-Construction Meeting process and should be reviewed with the GC at that time.
- Keep the plan current. If key contacts change during a project, update the document and redistribute.

Scenario: The Oakland Pride Housing Project

Before mobilizing to the Oakland Pride Housing project in Pittsburgh, the Field Manager completed the Site-Specific Safety Management Plan listing Mistick Construction as the GC and identifying Concentra Urgent Care at 120 Lytton Ave, Pittsburgh, PA as the local urgent care facility. On day three, a crew member sustained a laceration during equipment setup. Because the urgent care information was already on the plan and in the crew's hands, they were able to transport and treat the injury within minutes, without anyone scrambling to search on a phone. The incident was reported the same day.

Where the Plan Lives in the Pre-Construction Meeting

If you have completed Field Manager Level 3 training on Pre-Construction Meeting Facilitation, you already know that the site-specific safety plan is a standing agenda item in the pre-construction meeting with your GC contact. Use that meeting to review the plan, confirm emergency contacts are accurate, ask about any GC-specific safety requirements for the site, and document that the plan was reviewed. The Pre-Construction Meeting is the right moment to surface any site-specific hazards the GC can share with you before your crew arrives.

SECTION 3: OPERATING AS A SUBCONTRACTOR ON ACTIVE CONSTRUCTION SITES

Two Sets of Rules, One Jobsite

When your crew works on an active construction site, two overlapping sets of safety obligations apply simultaneously. First, Aeroseal's own Health & Safety Program governs your team's conduct, PPE, training, and incident reporting. Second, the General Contractor's site safety program governs everyone working on that site, including you. Understanding how these two frameworks interact is essential at the Field Manager level.

The key principle is that GC site rules always apply on GC-controlled sites. If the GC requires hard hats in all areas and Aeroseal's program does not explicitly mandate them for a specific task, wear the hard hat. Compliance with GC requirements is a condition of being on the site. It is also required by OSHA, which holds both prime contractors and subcontractors jointly responsible for safety compliance on multi-employer worksites under 29 CFR 1926.16.

OSHA 29 CFR 1926.16: Joint Responsibility on Multi-Employer Sites

Federal construction standards (OSHA 29 CFR 1926) hold the prime contractor (your GC) responsible for overall site safety compliance. But subcontractors carry independent responsibility for the portion of work they perform. In practical terms, this means that if an OSHA inspector finds an Aeroseal crew member working without required PPE on a GC-controlled site, both Aeroseal and the GC can be cited. Your compliance protects both parties.

OSHA 1910 vs. OSHA 1926: Knowing the Right Standard

Aeroseal's Health & Safety Program references OSHA Rules and Regulations for General Industry, Part 1910. This is the standard that applies to fixed-facility manufacturing and warehouse operations. As a vertically integrated trade installer working on residential and commercial construction jobsites, your field work is governed by OSHA 29 CFR Part 1926, the Construction Industry Standards. This is a meaningful distinction. The Construction standards have specific requirements for fall protection, scaffolding, confined space entry, electrical safety on construction sites, and personal protective equipment that differ from general industry rules.

You do not need to memorize the full OSHA 1926 standard. But you do need to know that it applies, and that when a question arises about a jobsite safety requirement, the answer is likely found in 1926, not 1910.

Topic	OSHA 1910 (General Industry)	OSHA 1926 (Construction)
Fall Protection Threshold	4 feet	6 feet
Applies When	Fixed facility, manufacturing, warehousing	Active construction or renovation jobsite
Confined Space	Permit-required confined space program	Construction confined space standard (1926.1200), separate from 1910.146
Electrical Safety	Facility wiring and fixed equipment	Temporary wiring and construction site electrical

Subcontractor Orientation and Site Access

Most GCs and Owners on mid-to-large scale construction projects require subcontractors to complete a site-specific safety orientation before performing work. Your Lead Technician, along with any crew member working on that site, must complete this orientation. The Field Manager is responsible for ensuring the crew completes this requirement before mobilizing.

Common GC orientation requirements include:

- Signing in and out of the site each day using the GC's system.
- Completing a site-specific safety video or briefing.
- Acknowledging awareness of the GC's site safety rules in writing.

- Providing proof of required certifications (OSHA 10 or 30 cards, for example).

Ask about orientation requirements during the Pre-Construction Meeting. Do not arrive on the first day of work without confirming that your crew is cleared to be on-site.

Incident Reporting on Multi-Contractor Sites

When an incident occurs on a GC-controlled site, you have reporting obligations to both Aeroseal and the GC. Depending on the GC's contract requirements, they may also need to be notified within a defined timeframe. In general, follow this sequence:

- Ensure the injured person receives immediate care. Use the urgent care location from your Site-Specific Safety Management Plan.
- Notify the GC site superintendent as soon as the situation is stabilized. Most GCs require notification before the end of the shift.
- Notify Aeroseal's Director of Operations within 72 hours per Aeroseal's Workers' Compensation Claims Management procedures. For serious incidents (fatality or three or more hospitalizations), OSHA requires employer notification within 8 hours.

SECTION 4: AROSEAL-SPECIFIC HAZARDS AND REQUIRED PROTECTIONS

Aeroseal's field work involves a specific set of chemical and physical hazards that are not fully captured in the current Health & Safety Program's general industry framing. At the Field Manager Level 3, you are expected to know these hazards, know the controls, and verify that your crew is protected on every job.

Chemical Hazards: The Aeroseal Sealant and AeroBarrier Materials

The core Aeroseal duct sealing process generates an aerosol of sealant particles within the duct system. While the material is contained inside the ductwork during a properly executed job, exposure risks can occur during setup, teardown, equipment cleaning, and any scenario where the system is opened or leaks. The AeroBarrier envelope sealing process generates airborne aerosol throughout the work area for the duration of the injection period.

Aeroseal maintains Safety Data Sheets (SDS) for all materials used in its processes. Field Managers are required to:

- Keep current SDS documents accessible on every jobsite where hazardous materials are in use.
- Ensure every crew member has been trained on the relevant SDS before working with or near these materials.
- Know the first aid procedures listed on the SDS for each material in use.

Where to Access SDS Documents

Current Safety Data Sheets for Aeroseal and AeroBarrier materials are available through the Aeroseal operations team. Do not rely on printed copies more than one revision old. If you are unsure whether your SDS is current, contact the office before mobilizing to a job that uses that material.

Respiratory Protection

The Aeroseal Health & Safety Program includes a Respiratory Protection Program (Appendix E) that governs when respirators are required and how they must be used. Aeroseal's Health & Safety Program requires that only MSHA- or NIOSH-approved respiratory equipment be used.

Respiratory protection is required any time crew members are exposed to airborne concentrations of sealant materials above permissible limits, or when voluntarily used to reduce exposure. At the Field Manager level, your responsibility is threefold:

- Verify that all crew members using respirators have been medically evaluated and fit-tested as required under the Respiratory Protection Program.
- Ensure the correct respirator type is available and in use for the specific material and exposure level on each job.
- Confirm that respirators are inspected before each use, maintained in clean and functional condition, and stored properly between jobs.

A respirator that is not fit-tested to the individual wearing it provides no meaningful protection. This is a non-negotiable compliance requirement, not a suggestion.

Working in Tight and Restricted Spaces

Aeroseal crews frequently access attics, crawlspaces, mechanical rooms, and other areas that may meet the definition of a confined space. Aeroseal's Health & Safety Program includes a Confined Space Entry Program (Appendix G). Before entering any space that limits egress, is large enough for a worker to enter and perform work, and is not designed for continuous occupancy, you must assess whether a confined space permit is required.

The typical confined space considerations on an Aeroseal job include:

- Attics with limited access points and potential for heat stress, particularly in warm months.
- Crawlspaces with restricted head clearance and limited egress options.
- Mechanical rooms or interstitial spaces in multi-family buildings that may have restricted ventilation.

When in doubt about whether a space qualifies as permit-required, treat it as if it does. Do not send crew members into an unassessed space.

Working at Heights

On active construction sites, Aeroseal crews may access elevated work areas to reach ductwork, envelope penetrations, or equipment access points. OSHA's Construction Standards require fall protection whenever a worker is exposed to a fall hazard of 6 feet or more. Aeroseal's Health & Safety Program requires safety harnesses and lanyards when working

more than 10 feet above floor or ground level without guardrails or other fall protection. On a GC-controlled site, the GC's fall protection rules apply and may be more stringent.

The Field Manager is responsible for confirming that:

- Harnesses, lanyards, and anchor points are inspected before each use.
- Crew members have been trained on fall protection equipment use.
- The appropriate fall protection method (personal fall arrest, guardrail, or safety net) is in use for the specific work being performed.

Electrical Hazards on Active Construction Sites

Active construction sites present electrical hazards that differ significantly from a finished building. Temporary power distribution systems, exposed wiring, incomplete electrical panels, and cords running across active work areas are common. Aeroseal's Health & Safety Program specifies that all electrical equipment must be visually inspected prior to each use, that extension cords and power tools must be grounded, and that ground prongs must never be removed.

On a construction site, additionally:

- Never use damaged extension cords or cords that have been repaired with tape.
- Ground Fault Circuit Interrupter (GFCI) protection is required for all temporary power use on construction sites. Use GFCI-protected outlets or portable GFCI adapters with all Aeroseal equipment.
- Report any open electrical panels, exposed wiring, or unsafe electrical conditions to the GC site superintendent before working near them.

SECTION 5: INCIDENT RESPONSE AND REPORTING

The 72-Hour Rule and Your Obligations

Aeroseal's Workers' Compensation Claims Management procedures require that injured employees report all accidents and injuries to their supervisor immediately, within 72 hours. The Field Manager's specific obligations in a Workers' Compensation claim are defined in the program:

- Ensure the injury is reported to the Director of Operations promptly.
- Complete the Employer's Information section of the Workers' Safety and Compensation Report of the Occupational Injury or Disease forms package within seven days of notification.
- Ensure that Brown & Brown (Aeroseal's insurance contact) is notified as appropriate within seven days.
- Conduct or oversee the accident investigation to confirm that the injury was job-related, which is required for the claim to be valid.
- Ensure injured employees are entered into a modified job program (light duty or restricted duty) if recommended by the attending physician.

OSHA Serious Incident Reporting

For any incident involving a fatality or the in-patient hospitalization of three or more workers, OSHA requires employer notification within 8 hours. For any amputation, loss of an eye, or in-patient hospitalization of a single worker, notification is required within 24 hours. These timeframes run from the time of the incident or from when you become aware of it. Do not wait. Contact the Director of Operations immediately in these situations.

Conducting an Incident Investigation

An incident investigation is not a blame exercise. It is a structured process to identify what actually happened and eliminate the conditions that caused it. Every accident and near-miss in your area of responsibility requires an investigation. The goal is corrective action, not paperwork.

A field-level incident investigation should address the following:

- What was the employee doing at the time of the incident, and what was the work environment like?
- What were the immediate causes (the specific unsafe act or condition that directly caused the incident)?
- What were the root causes (the system-level failures that allowed the immediate causes to exist, such as inadequate training, missing PPE, or unclear procedures)?
- What corrective actions will eliminate or reduce the risk of recurrence?

Document your findings. Verbal discussions are not sufficient. Corrective actions must be assigned to a responsible person with a deadline, and followed up on.

Building a Reporting Culture on Your Crew

Near-misses are incidents that did not result in injury but easily could have. They are among the most valuable safety data you have access to, because they reveal gaps in your program before someone gets hurt. A Field Manager who only hears about incidents after the injury has already lost the opportunity to prevent it.

Creating a culture where crew members report near-misses and hazards without fear of blame or punishment is one of the highest-value things you can do as a safety leader. Aeroseal's Health & Safety Program explicitly states that reporting hazards is a protected activity and that no action will be taken against anyone for identifying unsafe conditions. As Field Manager, that protection is only meaningful if your crew members believe it. Reinforce it consistently in your weekly safety briefings and in how you respond when someone does raise a concern.

The OSHA 300 Log

The OSHA Form 300 is the log of all recordable occupational injuries and illnesses. Aeroseal is required to maintain this log and post the summary (Form 300A) at each work facility or site between February 1 and March 1 of the following year. The Field Manager is responsible for ensuring that information from any jobsite incident is reported to Aeroseal's operations team promptly so that the Form 300 can be updated within six days of the incident. Failing to maintain an accurate OSHA 300 log is a recordable violation.

QUICK REFERENCE: PRE-MOBILIZATION SAFETY CHECKLIST

Use this checklist before mobilizing to any new Aeroseal jobsite. All items should be complete before your crew arrives on-site for the first day of work.

<input type="checkbox"/>	Pre-Mobilization Safety Task	Responsible
SITE-SPECIFIC SAFETY MANAGEMENT PLAN		
<input type="checkbox"/>	Site-Specific Safety Management Plan is fully completed (all four sections)	Field Manager
<input type="checkbox"/>	Nearest urgent care facility confirmed: name, address, and phone number	Field Manager
<input type="checkbox"/>	GC site contact name and phone number confirmed	Field Manager
<input type="checkbox"/>	Printed copy of the plan available to bring to the site and Pre-Construction Meeting	Field Manager
GC SITE REQUIREMENTS		
<input type="checkbox"/>	GC site-specific orientation requirements confirmed (video, sign-in, acknowledgment)	Field Manager
<input type="checkbox"/>	GC PPE requirements confirmed for this site (hard hat zones, vest requirements, etc.)	Field Manager
<input type="checkbox"/>	Crew cleared for site access (certifications verified if required by GC)	Field Manager
<input type="checkbox"/>	GC incident reporting requirements confirmed (who to notify, timeframe)	Field Manager
CREW READINESS AND PPE		
<input type="checkbox"/>	Lead Technician assigned and confirmed available for this job	Field Manager
<input type="checkbox"/>	Required PPE confirmed available for all crew members (respirators, gloves, eye protection, safety footwear, hard hats if required)	Field Manager / Lead Tech
<input type="checkbox"/>	Respirators inspected and fit-tested status confirmed for all crew members using them	Field Manager
<input type="checkbox"/>	Current SDS documents for all materials to be used on this job are in the crew vehicle	Lead Tech
SITE HAZARD AWARENESS		
<input type="checkbox"/>	Anticipated fall hazards identified (elevated work areas, open floors, etc.)	Field Manager
<input type="checkbox"/>	Confined space assessment completed for any attics, crawlspaces, or restricted access areas	Field Manager / Lead Tech
<input type="checkbox"/>	Electrical hazard conditions known for this site (temporary power, exposed panels, etc.)	Field Manager
<input type="checkbox"/>	GFCI protection available for all Aeroseal equipment requiring temporary power	Lead Tech