



Contractor of the Year Award

The Contractor of the Year Award is awarded to the contractor who most effectively demonstrates the following attributes:

- A company which has achieved standing and prominence in the field of contracting.
- A company which can demonstrate an outstanding record of safety and one which promotes and implements health and wellness programs for its employees.
- A company which adopts environmental responsibility and sustainability.
- A company which provides quality of work-life, to include professional development of its workforce through training and promotion opportunities.
- A company which supports active social responsibility and service to the community of Guam.

Eligibility

The Contractor of the Year Award is open to all GCA contractor members in good standing with no fatalities recorded within the period of November 2021 to October 2022.

Judging Criteria

The judges will look at the following criteria as submitted by each company:

1. Company Overview (20 pts.)
2. Safety, Health and Wellness (20 pts.)
3. Environmental Responsibility and Sustainability (20 pts.)
4. Workforce and Professional Development (20 pts.)
5. Community Service and Charitable Contributions (20 pts.)



2022 CONTRACTOR OF THE YEAR APPLICATION FORM

Contact Name: William Best

Title: Vice President / General Manager

Company Name: Smithbridge Guam

Address: 300 Chalan Padiron Haya

City: Yigo

State: GU

Zip code: 96929

Telephone: Fax: +1 671 653 5036

Email: william.best@smithbridge.net



Company Overview

Smithbridge Guam is a leading Guam construction subcontractor that has been providing integrated construction solutions to military and private clients since 1992. This year we are celebrating three wonderfully strong decades on island.



With the largest fleet of cranes and heavy equipment for hire on the island, Smithbridge are a multi-discipline contractor with civil, structural and mechanical engineering and construction capabilities ready to deliver any job, anywhere, any time. From our own quarry in Yigo, Smithbridge Guam produces high quality aggregate and construction materials along with the supply of ready-mix concrete and precast concrete design and production.

Smithbridge Guam is part of a third-generation family business that has provided construction services throughout Australia and New Zealand since 1963. Founder John Smith's legacy has continued for almost 60 years with three sons owning and operating construction and crane hire companies in the Pacific region. Our family business approach enables us to engage with our community on a local level, while providing our clients high quality services and the largest available fleet in Guam. We established on Island in 1992 (30 Years of Service) with a small amount of equipment and a handful of sincere and hardworking individuals, and we are proud to say a number of those individuals are still with us today.

From that point, we set forth and created a brand name "**Smithbridge Guam**" and I say "**we**" as it is everyone's combined effort and contribution that affords us the reputation we carry. Reputations are built on past performances not on your future intentions and Smithbridge Guam's success has extensively contributed to a strong set of company morals and attitudes.

Smithbridge boasts honesty, integrity, versatile construction solutions and a "can-do" attitude. We treat people as you would expect to be treated and have staff that genuinely enjoy coming to work each day. We continually strive to be the best in the industry with a dedicated and motivated workforce that continually think outside the box and operate as a family / familia / whanau "**The Smithbridge Family**".

We generally stay out of the spotlight and glamor arena relying heavily on our reputation and skills to provide our forward workload, due to the attributes listed below we believe we are a deserving contestant for the Guam Contractor of The Year 2022. Our company is celebrating our momentous 30 year milestone throughout 2022 so it would be so special to celebrate with our staff and to end a wonderful year!



We've been part of GCA for years now and even though we often win the tug of war at the Annual The Guam Contractors Association Family Day Picnic, we love the comradery and being part of the Guam construction community. Smithbridge Guam loves working alongside our fellow Guam contractors, our awesome team and their families.



Winning the tug of war in 2019



Winning the tug of war in 2022

We take pride in our high safety standards and our commitment to our community.

- Contributing to the Guam business community for over 30 years.
- Boasting a second-to-none Safety Record with over 4.47 million man hours without an (LTA) lost time accident.
- Recipient of the 2016, 2018 and 2020 GCA Safety Award
- Never failed to complete a job on time and have never paid Liquidated Damages.
- Never had any lost time through industrial disputes with our employees.
- Never had a dispute with our insurers or any major claims.
- Reputation with prime contractors that introduce us to their potential clients as the best Sub-Contractors on Island in our specialty fields.
- Incredibly supportive of Local Body's, Schools, Sports Entities, Charities, Churches and Individuals.



Smithbridge Guam is a full service construction contractor.

Our clients call Smithbridge for the jobs no one else can do. We understand the island environment: complex logistics, supply chain management, labor demands. Nothing stops us from getting the job done.

Smithbridge Guam is committed to the local Guam community.

Smithbridge Guam has been a proud member of the Guam community for over 30 years. We love taking up opportunities to show our love and support for our island. Throughout the years we have been able to use our unique and diverse capabilities to support many community initiatives. Our people also volunteer their time and effort in various community activities.

Smithbridge Guam is a team of familiar faces.

Our local teams are a part of the community and understand the unique and demanding environments our clients work in, enabling us with the ability to respond quickly and keep site projects moving to schedule.

Thank you for your consideration of the 2022 GCA Contractor of the Year Award.



William BEST
Vice President / General Manager

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a 300 Chalan Padiron Haya, Yigo, 96929, GU
p PO Box 11700, Yigo, 96929, GU





Safety, Health and Wellness

Smithbridge Guam firmly holds to the principal that people are more important than any property or possession and have developed safety and health programs to guide our employees to achieve a workplace culture that embraces safety practices.

Delivering Safe Construction Solutions

Smithbridge Guam's number one priority is delivering safe construction solutions, resulting in zero harm to our customers, people, community and environment via our mature safety systems and culture.

Systems and Culture

We believe all workplace incidents are preventable through the systematic identification, elimination and control of hazards. Our safety management system is compliant with the standards and guidelines set by OSHA, MSHA and USACE EM-385. Our in-house maintenance team ensures our fleet is safely maintained to regulatory standards. Most importantly, we go beyond compliance by fostering an all-inclusive, positive safety culture. We are proud to say we met the criteria and have been MSHA (Mine Safety and Health Administration) compliant since April 2017.

Safety is the responsibility of all team members at Smithbridge. We use the DuPont STOP program to encourage our team to engage in ongoing authentic conversations about health, safety and environment. The Stop, Think, Observe, and Plan approach is a behavioral-based safety program that facilitates a culture of hazard identification, elimination and control of an individual's own work as well as that of their coworkers. The STOP program allows an open and honest dialogue between co-workers. If an individual sees another undertaking a task in an unsafe manner the Stop Program allows a positive discussion to take place without concern about disciplinary action. The Stop Program has been in place at Smithbridge for 15 years, during that time it has nurtured a philosophy of openness. This is a large reason why Smithbridge is able to undertake high-risk projects such as the demolition of Tank 14, the Lady Carolina marine restoration and complete the job safely, efficiently and in the allocated time.

Our safety culture has been recognised in our receipt of several industry awards, including the Project Safety Award at the 2018 Guam Contractor's Association Excellence in Construction Awards. In November 2016, Smithbridge Guam Inc. was awarded 1st Overall Safety Award and 3rd Place Overall.

Competency Management

All personnel hold current licenses of competency for the class of equipment they operate or activity they conduct and have extensive industry experience. Company induction procedures ensure all personnel meet the required



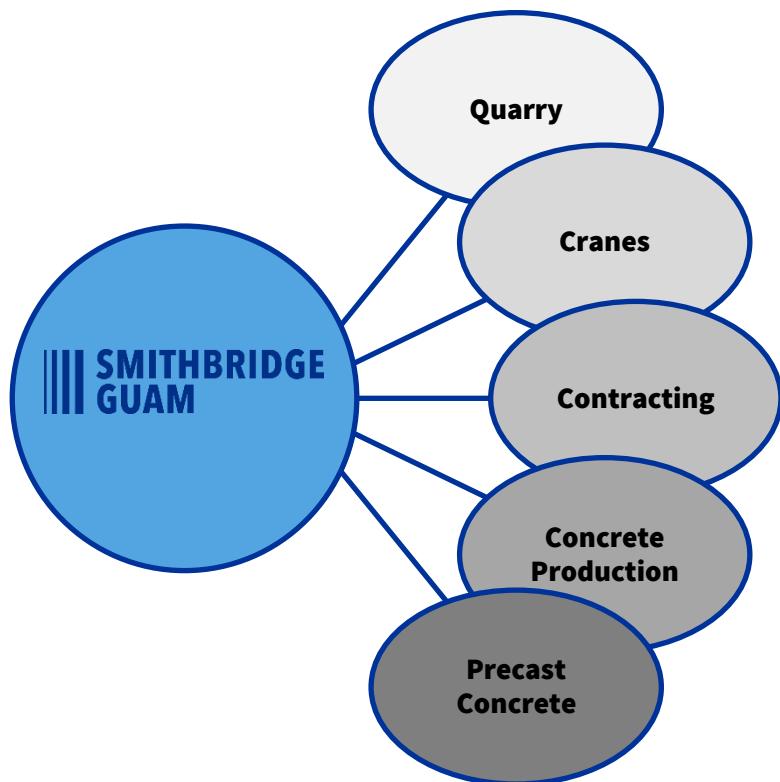
selection criteria prior to gaining employment. This includes reference, competency and medical checks. Competency based training and assessment is completed by all personnel for items of plant and equipment, risk assessment, hazard identification and company operational procedures.

Collaboration in Safety

Smithbridge has always maintained an open book approach to safety. We believe in sharing near misses and accident stories for the benefit of others in the industry, and as a learning tool for operators and riggers to help stop the same incidents being repeated. Our parent company is the primary sponsor of crane safety magazine [Lifting Matters](#) and Smithbridge Guam is a regular contributor to the publication.

STEP Safety Certification

Smithbridge Guam is proud to hold Safety Training Evaluation Process (STEP) Bronze Level of achievement for 2021. The ABC National Safety Excellence Award recognizes companies that exhibit a continued commitment to jobsite safety and whose safety performance and programs are judged to be exemplary by the ABC National Safety and Health Committee. Awards are based on data submitted via STEP applications, essay questions and video interviews with company presidents/CEOs/principals about



Smithbridge Guam Inc. operates in historically high-risk activities within the business structure. Those are quarry operations, crane hire and specialized contracting in marine, civil and heavy mechanical. Our above record **of 4.47 million manhours** without a Lost Time Incident proves you can be successful in these activities while making safety the no. 1 priority.



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OF THE YEAR

Smithbridge Guam Safety Programs

STOP Program Safety Training Observation Program	<p><i>STOP is a comprehensive, behaviour based training program that teaches managers and team leaders how to observe people as they work. Talking with people to acknowledge safe acts and correct unsafe acts, and encourage workers to follow safe work practices</i></p>
Designated Safety Team	<p><i>Perform inspection and enforce workplace safety standard to ensure safe work practices; develop, review, implement, train and maintain safety and health programs; develop JSAs and AHAs to support restricted duty work assignments and development of standard operating procedures.</i></p>
Safety Bulletin	<p><i>Display safety messages, safety updates, training schedule and safe work</i></p>
Safety and Health Programs	<p>Accident Investigation Blood borne Pathogens Compressed Gas Cylinders Concrete and Masonry Construction Confined Space Contractor Safety Demolition Electrical Safety Emergency Action Safety Ergonomics Safety Fall Protection Fall Prevention Fire Prevention Flammable and Combustible Liquids</p> <p>General Health and Safety Hand and Portable Power Tools Hazard Communications Hearing Conservation Housekeeping and Material Storage Ladder Safety Lockout-Tagout Machine Guarding Personal Protective Equipment Portable Fire Extinguisher Respiratory Protection Safety Training Scaffold Safety Tool Safety Welding Safety</p>
Safety and Health Management	<p><i>Site Specific Safety Training Safety Pre-Task Planning Card Weekly Safety Meeting Quarterly Staff Meeting</i></p>
Health and Wellness Programs	<p><i>Alcohol and Drug Free Policy Free Health Insurance Coverage Mandatory Annual Physical Exam</i></p>



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Smithbridge Guam MSHA Program

MSHA Mine Safety and Health Administration Training Plan Program for the Smithbridge Quarry	New Miner Training	<i>Before each miners can do any work they must receive at least 24 hours of training</i>
	New Task Training	<i>Address the safety and health aspects and safe work procedures specific to the task. Task training must be provided to miners when they are reassigned to a new task in which they have no previous experience, or where a change has occurred in an assigned task that affect their health and safety.</i>
	Annual Refresher Training	<i>Address health and safety subjects relevant to mining operations.</i>
	Site-Specific Hazard Awareness Training	<i>Provide to any person who is not a miner but is present or visit the mine site.</i>



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PERSONAL SAFETY COMMITMENT

At Smithbridge Group safety is everyone's responsibility.

All crew members are expected to actively participate in and take ownership of Smithbridge Group's safety policy and practices.

199 Personal Safety Commitment

SMITHBRIDGE GUAM

PERSONAL SAFETY COMMITMENT

At Smithbridge Group safety is everyone's responsibility.

All crew members are expected to actively participate in and take ownership of Smithbridge Group's safety policy and practices.

MY COMMITMENT (2022-23)

I am personally committed to continuously improving the health and safety performance of the Smithbridge Group, building the highest safety culture and standards through visible leadership.

I WILL

- Be an advocate for SIMS as a leader in the business
- Never walk past an unsafe situation without addressing it and correcting it where possible, championing our organisational value that *the standard I walk past is the standard I accept*
- Hold my myself and fellow crew members accountable to lead a culture in which we always think and act safely
- Consistently conduct Safety Observations including site inspections to engage in safety interactions across sites, taking every opportunity to discuss safety and wellbeing with our crew

Name _____
Signed: _____

Job Title _____
Date _____

PART OF **SMITHBRIDGE GROUP**

Pillar	Element	Version	Issue Date	Expiry Date	Pages	Approved By
100	199	1.0	2022-Aug-01	2024-Aug-01	Page 1 of 1	OJM

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OF THE YEAR

OSHA Form 300

OSHA's Form 300 (Rev. 04/2004) Log of Work-Related Injuries and Illnesses

Please Report:

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Please Report:

- Complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form, if you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two sheets for a single case if you need to.
- Complete the 5 steps for each case.

Note: You can type input into this form and save it.

Because the forms in this recordkeeping package are "fillable/writable," then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Form approved OMB no. 12-3178
Occupational Safety and Health Administration
Smithbridge Guam, Inc.
Establishment name
City Yigo
State Guam

U.S. Department of Labor
Occupational Safety and Health Administration



Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Select one column:

Enter the number of days worker was:

Step 4.

Step 5.

Report reporting burden for this collection of information is estimated to average 1 minutes per response, including time to review instructions, think and gather the data needed, and complete and review the collection of information. Persons not required to submit this form are not subject to this reporting burden. An agency may not require submission of this form, or a component thereof, if it has not been specifically authorized by a written, signed, and dated ICR or approved by a written, signed, and dated waiver. Requests for extension of time to submit this form should be addressed to the Office of Management and Budget, Paperwork Reduction Project, Washington, DC 20585. Do not send the completed forms to this office.

Add a Form Page

Page totals ▶ 0 0 4 4 0 241
Be sure to transfer these totals to the Summary page (Form 300a) before you post it.



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OF THE YEAR

OSHA Form 300A

OSHA's Form 300A
(Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

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

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	4	4
(g)	(h)	(i)	(j)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	241
(k)	(l)

Injury and Illness Types

Total number of . . .

(M) Injuries	8	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

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

Note: You can type input into this form and save it. Because the boxes in this recordkeeping package are "fillable/variable" PDF documents, you can type into the fields and then save your inputs using the free Adobe PDF Reader, and then save your inputs using the free Adobe PDF Reader, and then save your inputs using the free Adobe PDF Reader,

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Because the boxes in this recordkeeping package are "fillable/variable" PDF documents, you can type into the fields and then save your inputs using the free Adobe PDF Reader, and then save your inputs using the free Adobe PDF Reader,

Year 20 22
U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no 1218-0176.



Establishment Information

Your establishment name Smithbridge Guam, Inc.

Street 300 Chalan Padiron Hayya
City Yigo State GU Zip 96929

Industry description (e.g., Manufacture of major truck trailers)
CONSTRUCTION

North American Industrial Classification (NAICS), if known (e.g., 334212)

2 1 1 2 3 1 2

Employment Information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees

271

Total hours worked by all employees last year

432,357.00

Sign here

Knowingly falsifying this document may result in a fine.

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

WILLIAM H. BEST

Title

Company executive

WICE PRESIDENT

Title

Phone 671-653-5036

Date 10/14/2022

William H. Best

Reset



CONTRACTOR OF THE YEAR

Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge

Construction Coalition for a Drug- and Alcohol-Free Workplace

Why Partner?

The following companies and organizations have pledged their support to eliminating substance abuse-related incidences in the workplace. Partners have been categorized by their primary function (General Contractors, Subcontractors, Trade Associations, Insurance Companies, Regulatory/Government Agencies and Employee Representatives/Unions); to sort each category by company/organization name and/or location, simply click on the headers at the top of each category.

Data Search:

Filter By:

Show Entries:

[Take the Pledge](#)



Facts

\$81 BILLION

annually is how much drug abuse costs employers.

NCADD

Search Within Results:

Company Name	Company Type	City	State
Smithbridge Guam Inc.	General Contractor	Yigo	GU

Showing 1 to 1 of 1 entries

[Previous](#) [\[1\]](#) [Next](#)



CONTRACTOR OF THE YEAR

Substance Abuse Policy

199 WAGES EMPLOYMENT AGREEMENT

SMITHBRIDGE GUAM

10.4.5 The overall intent of this clause is to make the individual employee responsible for his PPE and to have it available for use when required, but for the employer to keep responsibility for the reasonable direct costs involved.

10.5 FIRST AID EQUIPMENT

10.5.1 It is the employer's responsibility to provide a complete and maintained first aid kit as directed by the employer's Occupational Health and Safety Officer which is accessible at every workplace. This kit will be appropriate to the number of employees, the remoteness, and the risks at the work site and will vary from a basic motor vehicle kit to a full site medical facility.

10.5.2 It is an employee's responsibility to report any deficiencies in the first aid kit to a supervisor, or the employer's Occupational Health and Safety Officer, as they become evident or after an incident when items are used, and to monitor and follow up to ensure that the kits are replenished. Any unremedied deficiencies should be reported on the comments section on the employee's weekly time sheet.

10.6 DRUG AND ALCOHOL POLICY AND TESTING

10.6.1 Policy Outline

In compliance with the Drug-Free Workplace Act of 1988, Smithbridge Guam has a longstanding commitment to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Smithbridge Guam is committed to the elimination of drug and / or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and / or drug use in the workplace. This policy continues to apply to all employees and all applicants for administration of Smithbridge Guam. The Human Resources Department is responsible for policy administration.

Employees should report to work fit for duty and must not be impaired by illegal drugs, legal drugs, prescribed medications, or alcohol.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

As of April 2019, the Governor of Guam, Lou Leon Guerrero signed off the marijuana legalization bill. Known as the Guam Cannabis Industry Act of 2019, the new bill allows for adults 21 or older to possess and grow cannabis while creating a regulated system to buy and sell marijuana. Note: This bill does not change Smithbridge Guam's zero tolerance drug policy, and drug possession or use are still prohibited for all employees under this policy.

10.6.2 Definitions

- Company premises:** includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned, leased, or managed by Smithbridge Guam or on any jobsite on which the company is conducting business.

Pillar	Element	Version	Expiry Date	Pages	Approved By
1.00	199	1.0	2023-May-03	Page 65 of 88	AJS

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199 WAGES EMPLOYMENT AGREEMENT

SMITHBRIDGE GUAM

10.6.3 Employee Assistance and Drug Free Awareness
Illegal drug use and alcohol misuse have several adverse health and safety consequences. Information about those consequences and sources of help for drug / alcohol problems is available from the Human Resources Department, who may assist with referrals and assist employees with drug / alcohol problems.

Smithbridge Guam Inc may assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and / or termination under this or other Smithbridge Guam policies. Such employees may be allowed to use accrued paid time off, placed on leave of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving or have violated this policy previously. Once a drug test has been scheduled, the employee will have forfeited their right to be granted a leave of absence for treatment and possible discipline, up to and including discharge, will be unavoidable.

10.6.4 Admission of Drug Use

Every employee has the opportunity to admit to having drugs in their system before they are tested. If an employee admits they may have drugs in their system before testing occurs, they will have the opportunity to keep their job under strict conditions that will involve rehabilitation and ongoing periodic drug and alcohol testing, at the employee's expense, for a period of time as decided by management. If an employee does not admit that they may have drugs in their system and they return a positive test, the employee will be terminated immediately.

10.6.5 Policy Conditions

Whenever employees are working on a Smithbridge Guam workplace or premises, are operating any company vehicle, or are conducting company related work off-site, they are prohibited from:

- (i) Being under the influence of alcohol, marijuana or any illegal drug.

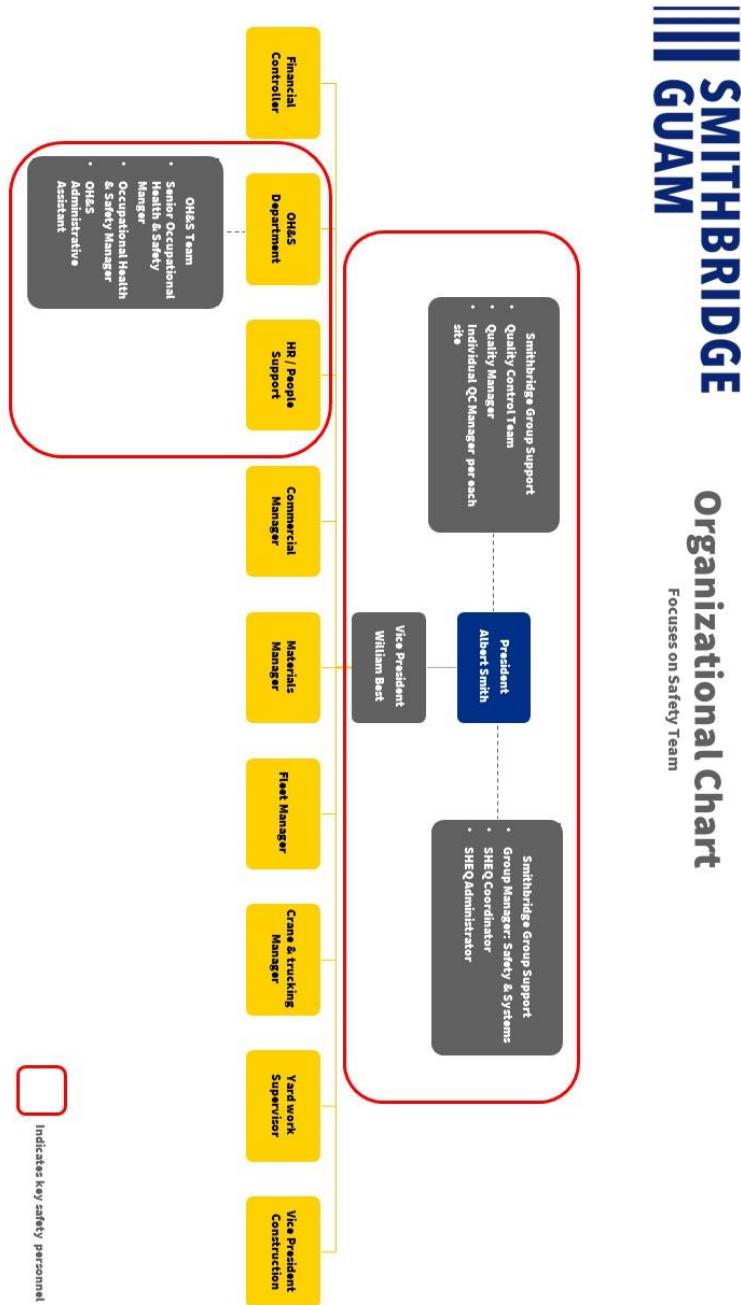
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CONTRACTOR
OF THE YEAR

Organizational Chart (identifying Safety team)





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New Employee Safety Orientation

199 SAFETY INDUCTION FORM						SMITHBRIDGE GUAM																													
Employee Name:			Date:			199 SAFETY INDUCTION FORM			SMITHBRIDGE GUAM																										
Department:			Position:																																
Name of Trainer:																																			
<p>Accident Prevention Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> OSHA 29 CFR 1926.1910 – General Duty Clause <input type="checkbox"/> EM 385-1-1 pt.A.02 <p>"Each employer shall furnish to each of his employees, employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees"</p> <p>"Each employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to this act which are applicable to his own actions and conduct"</p> <p>Smithbridge Provisions</p> <ul style="list-style-type: none"> ▪ Drug free Workplace (includes alcohol) 01.C.02 ▪ Daily Toolbox/Communication ▪ Maximize use of Log Sheet ▪ Safety Meetings 01.B.05 ▪ Orientations for all Site works 01.B.02 ▪ Jobsite Bulletin Board 01.A.06 <p>Accident Prevention Responsibilities</p> <ul style="list-style-type: none"> ▪ Plan safety into work process and communicate <ul style="list-style-type: none"> ◦ Hearing conservation ◦ Activity Hazard Analysis /Location ◦ Report Correct/Unsafe conditions immediately ◦ Do not disable safety devices ◦ Proper Lifting Techniques 						<p>Safety Policy and Procedures</p> <ul style="list-style-type: none"> ▪ Disciplinary Programs <ul style="list-style-type: none"> ◦ Red flag company notice ◦ Safety Contact policy ◦ No tolerance Programs (Life threatening infraction, Fall Protection, Workplace violence, Substance abuse and theft of any kind) ▪ STOP- Safety Training Observation Program <ul style="list-style-type: none"> ◦ Observe and communicate ◦ Positive recognition program ▪ Visitor Control Policy <ul style="list-style-type: none"> ◦ Sign in at the main office ▪ No Personal Entertainment Devices ▪ No Smoking outside designated smoking areas. Vaping is prohibited. ▪ Public Exposure Protection ▪ Hot work permits/Fire watch requirements 10.C.01 ▪ Flammable /Combustible Liquid Storage 09.B.13 ▪ Compressed Gas Cylinder Storage 20.D.03 <p>Emergency Response</p> <ul style="list-style-type: none"> ▪ Emergency Signal – 5 Blasts from air horn/verbal ▪ Emergency Meeting Location(s)/Exit Locations ▪ First Aid CPR and Blood Clean up kit Locations ▪ Nearest Medical Clinic /Hospital /Emergency number 																													
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<p>Competent Person (Trainer): I certify I have explained the overall requirements of the Smithbridge Guam safety program and our open-door policy for any safety concerns.</p> <p>Signature of Trainer</p>						<p>Employee: I certify that I understand I am responsible and accountable to all safety policies, procedures, and regulations on this project</p> <p>Signature of Person Trained</p>																													
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Toolbox Safety Meeting



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Pre-task safety planning

299 DAILY JSEA		SMITHBRIDGE GUAM																																																																																																																									
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CONTRACTOR OF THE YEAR

OF THE YEAR

Near-Miss Process

409 Incident Investigation Form				SMITHBRIDGE GROUP	
<p>Part A: All must be completed for all incidents.</p> <p>HPS, LHS, high risk incidents require a 409D Report as well as completing this form.</p>					
Part A - Incident Details		Site	Report ID No.	Date:	Time:
Event Location (City):					
Reported to:		Branch:	Plant involved:		
Incident Outcome:					
<input type="checkbox"/> Injury <input type="checkbox"/> Job Injury <input type="checkbox"/> Non-Injury			<input type="checkbox"/> High Score (Risk score = 15-25) <input checked="" type="checkbox"/> Critical (Risk score = 16-25) <input type="checkbox"/> Low <input type="checkbox"/> Very Low <input type="checkbox"/> Minimal		
<input type="checkbox"/> First Miss <input type="checkbox"/> Second Miss <input type="checkbox"/> Third Miss <input type="checkbox"/> Fourth Miss			<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Very Low		
<input type="checkbox"/> Job Injury <input type="checkbox"/> Job Related <input type="checkbox"/> Job Related			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Person's Damage <input type="checkbox"/> Property Damage			<input type="checkbox"/> Incident had potential to be serious? <input type="checkbox"/> High Potential Incident (IPE) <input type="checkbox"/> Repr. Total		
Reporting Investigation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required If yes, who administered by: <input type="checkbox"/> First Rider <input type="checkbox"/> Acting or 2nd Rider <input type="checkbox"/> Deputy <input type="checkbox"/> Other Name : <input type="checkbox"/> None <input type="checkbox"/> Trained					
Part B: Persons involved in incident (either a column - Data can also be expanded)					
Name <input type="text"/>		Company/Position <input type="text"/>	Contact number (mobile) <input type="text"/>	Age <input type="text"/>	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Witnesses: Name <input type="text"/> Company/Position <input type="text"/> Contact number (mobile) <input type="text"/>					
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Unknown <input type="checkbox"/> Other <input type="text"/>					
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Not applicable					

499 Incident Investigation Form		SMITHBRIDGE GROUP	
1.	2.		
Part I.L. Involved Person Sign Off:			
Name:		Signature:	
Date:		Time:	

100% Included Beneficiaries Form		SMITHBRIDGE GROUP
Beneficiary	Beneficiary Name - Last, First, Middle Initial	Policy Number
Spouse		
Child		
Parent		
Friend		
Sister		
Brother		
Other		
Relationship to Insured		
Spouse		
Child		
Parent		
Friend		
Sister		
Brother		
Other		
Relationship to Insured		
Spouse		
Child		
Parent		
Friend		
Sister		
Brother		
Other		

493 Incident Investigation Form		SMITHBRIDGE GROUP	
Part C Prepared Corrective Actions Recommendations (see http://www.smithbridge.com/OMS)		By whom	By When
1 2 3 4 5 6 7 8			
Part D Incident Root Cause from http://www.smithbridge.com/OMS			
<input type="checkbox"/> Attendant <input type="checkbox"/> Group CEO <input type="checkbox"/> Group SHQ <input type="checkbox"/> Other <input type="checkbox"/> Another Contractors Manager <input type="checkbox"/> I GAM SHQ <input type="checkbox"/> Date <input type="checkbox"/> External or General designer <input type="checkbox"/> HP <input type="checkbox"/> Date <input type="checkbox"/> JLCQ End <input type="checkbox"/> L WQD <input type="checkbox"/> Date			
Note: Only selecting a response can mean consent with our SMR and the SRA – PHEO, and/or, any other information you, believe relevant to the response.			
<input type="checkbox"/> CCC <input type="checkbox"/> L QAM - SRA <input type="checkbox"/> Date <input type="checkbox"/> Regulator - Non-Conf. <input type="checkbox"/> T Regulator - FNA <input type="checkbox"/> Date			
Part E Attachments or referenced documents (http://www.smithbridge.com/OMS)			
Description		Type	
1 2 3 4 5 6 7			
	SMITHBRIDGE GROUP	Incident ID: 493	Last edited by: John Doe

45% Incident Investigation Form		SMITHBRIDGE GROUP	
6	6	6	6
Part 3 Photos			
Please attach before and/or after photo(s) that shows by way of still photo or video, a clear description of the place and any key features.			
Important Information			
In this document, unless otherwise stated, it is understood that you are a member of the Smithbridge Group. This document is provided for your professional practice and is not to be distributed to any persons, other than those specifically involved in the investigation. It is to be destroyed when no longer required. All rights reserved. © 2010 Smithbridge Group Inc. All rights reserved. No part of this document may be reproduced without written permission.			
Part K Sign off - all COPIACIAL ACTUONS completed			
Immured Persons Manager Sign off:			
Name:	_____ Signature	Date:	<input type="checkbox"/> Check here to enter text.
Systems & Compliance Manager Sign off:			
Name:	_____ Signature	Date:	<input type="checkbox"/> Check here to enter text.
Final Sign Off			
New	Amended	Reviewed	Approved
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

499 Incident Investigation Form		SMITHBRIDGE GROUP	
Date:	Time:		
Operations/General Manager Sign Off:			
Name:	Signature		
John Doe	Time:		
<p>Incident Details:</p> <p>Incident Type: <input type="checkbox"/> Vehicle Collision <input type="checkbox"/> Pedestrian Collision <input type="checkbox"/> Other</p> <p>Incident Description: A car accident occurred at the intersection of Main Street and Elm Street at approximately 3:45 PM on March 12, 2023. The driver of the red sedan was found to be at fault due to a failure to yield.</p>			
<p>Witnesses:</p> <p>Witness Name: Jane Smith <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Witness Name: Michael Johnson <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>			
<p>Reported By:</p> <p>Reported By: John Doe <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>			
<p>Approved By:</p> <p>Approved By: John Doe <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>			



Environmental Responsibility and Sustainability

We believe that environmental care rests with each and every employee of the Company

Smithbridge Guam is committed to Safety, Health and the Environment:

It is management's responsibility to ensure all employees are properly equipped, trained and motivated to work safely and environmentally friendly. Safe work is efficient work and a safe environment begins at home and at the work place.

Smithbridge Guam Inc. Environmental Policy is to:

- Ensure compliance to all legislative and regulatory environmental requirements and apply responsible standards where laws and regulations do not exist.
- Strive to improve our environmental performance by providing leadership and training to our people.
- Respond quickly and effectively to incidents resulting from its operations, in cooperation with industry organizations and authorized government agencies
- Undertake appropriate reviews and evaluations of its operations to measure progress and to foster compliance with this policy.

Project Specific Environmental Sustainability Best Practices

Dredging Projects

Smithbridge has carried out all the maintenance dredging in water works for the past 12 years in Apra harbor. The purpose designed and built excavator dredge platform "Kiwi One" is utilized for all the in water work. Strict environmental standards are adhered to throughout the performance of these contracts.

Such as:

- Continuous turbidity monitoring while all dredging is performed
- Strategic placing of silt curtains ensure the silt does not drift towards live coral reef
- No dredging during coral spawning
- All permits are issued by US Army Corp of Engineers USACE and Guam EPA
- Pre dredge diver operations requiring video to prove no live corals exist in the area to be dredged

Quarry Hard Fill

Smithbridge operates two Guam EPA registered construction hard fill sites. One located at Chalan Pago and the other being the redundant quarry pit located at the Yigo quarry site. These pits are strictly monitored during the hard fill dumping in accordance with the Guam EPA permitting requirements.



CONTRACTOR OF THE YEAR

Spill Prevention Control

SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) PLAN

FOR

SMITHBRIDGE GUAM, INC.

ROCK QUARRY AND EQUIPMENT YARD

YIGO, GUAM

December 2010



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APPENDICES

- Appendix A: Facility Inspection Checklists and Schedules
Appendix B: Emergency Response Materials & Equipment / Fuel Loading SOPs
Appendix C: Emergency Incident and Release Report
Appendix D: Substantial Harm Criteria Checklist and Certification



CONTRACTOR OF THE YEAR

Certification

1.0 CERTIFICATION

I hereby certify that I have examined this facility, and being familiar with the requirements of Part 112 of Title 40 of the Code of Federal Regulations, attest that this SPCC Plan has been prepared in accordance with sound engineering principles and practices, including consideration of applicable industry standards and is adequate for this facility. Furthermore, procedures for required inspections and testing have been established according to appropriate industry standards.



Frederick E. Otte, P.E. #1018



The Smithbridge Guam, Inc. (Smithbridge) facility is committed to the prevention of discharges of petroleum products to the environment and navigable waters of Guam, and maintains the highest standards for spill prevention control and countermeasures through regular review, updating, and implementation of this Spill Prevention Control and Countermeasure Plan for the Smithbridge Rock Quarry and Equipment Yard.

Steve Radonich
Vice-President, Smithbridge Guam, Inc.



CONTRACTOR
OF THE YEAR

Guam EPA Hard Fill Certificate

Guam Environmental Protection Agency

Solid Waste Management Permit

This permit is hereby issued to

Smithbridge Guam, Inc. (Yigo Hardfill)

And authorizes the operation of a

Solid Waste Hardfill Facility

In accordance with the Title 22, Guam Administrative Rules and Regulations (GARR) Division IV, Chapter 21, Solid Waste Collection Regulations (SWCR), Title 22, GARR, Division IV, Chapter 23, Guam's Solid Waste Disposal Rules and Regulations (GSWDRR) and Title 10, Guam Code Annotated, Chapter 51, Solid Waste Management and Litter Control Act. (SWMCL)

This permit authorizes the hardfilling of construction & demolition waste, specifically concrete rubble, asphalt, tile, and similar waste. This permit is non-transferable and conditioned upon the holder observing the government code of Guam and all rules, regulations and orders of the Guam Environmental Protection Agency. No person shall willfully deface, alter, forge, counterfeit or falsify this permit. Any such activity shall cause the immediate revocation of this permit. The renewal application for this permit shall be submitted to the Guam Environmental Protection Agency a minimum of sixty (60) calendar days prior to the expiration date. This permit must be displayed at the location of operation

PERMIT NO.

17-050 HFL

LOCATION

7030-NEW-2-R1NEW-2
Yigo, Guam

EXPIRATION DATE

September 30, 2019

WALTER S. LEON GUERRERO
ADMINISTRATOR
SEP 13 2011
Date

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ALIYNG TH NUS OF TIFT ANT H ART ON
1973

EEA GUAM GOV



Workforce and Professional Development

Smithbridge Guam values the up-skilling and continuous improvement of our employees. All employees are provided with the opportunity to undergo training, certification and qualifications relevant to their role if they do not already have them.

As an organization, we support the growth and promotion of employees within our own company and group of companies globally. We have staff that started with us as maintenance workers and are now in managerial roles.

On Guam, Smithbridge work hard to provide numerous Apprenticeship programs to train and grow the workforce with new skills in a range of civil and mechanical areas. During our large projects, we ensure that there are a number of apprenticeship opportunities for the duration of the project.

Workforce and Professional Development

At Smithbridge, we pride ourselves on having a highly skilled workforce. The more educated our team is the safer and more efficient they are at performing their daily tasks. To achieve this we do the majority of our training internally in our specifically set up training room. The outcome of having a highly skilled workforce is a low turnover of personal and individuals who are proud to work for the company and are highly motivated.

Training Programs

The following table indicates the range of training classes our Safety Team are able to teach. With the high-risk associated projects Smithbridge undertakes, it is also very important we train our workforce for specific on-site tasks. Such as site-specific fall protection, fall prevention, confined space and critical lifts for crane operations.

Safety and Health Programs	HAZWOPER Lead Safety in Construction and General Industry Asbestos Safety Awareness 16 Hours EM385 40 Hours EM385 10 Hours OSHA 30 Hours OSHA	<i>NACE Coating Inspector Level 1 & 2</i> <i>API 653 Training – Aboveground Storage Tank Course</i> <i>American Heart Association Heart Saver Course (First Aid, CRP & AED)</i> <i>Forklift Training</i> <i>Rigging and Signal Person Training</i> <i>MSHA</i> <i>Fall Protection</i> <i>Confined Space</i> <i>Respiratory Protection</i> <i>Hearing Conservation</i> <i>Lock-Out/Tag-Out</i> <i>Aerial Lift</i> <i>HAZMAT DOT</i>
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		<i>Spotter Training Crane and Rigging Certification</i>
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MSHA Training Program

Before a new miner starts in the quarry, they are required to receive a minimum 24 hours of training, this typically includes:

- An introduction to the work environment, including a visit and tour of the mine.
- Introduction on the recognition and avoidance of electrical hazards and other hazards present at the mine.
- A review of the emergency medical procedures, along with escape and emergency evacuation plans in effect at the mine, and instruction in the fire warning signals and firefighting procedures.
- Instruction on the health and safety aspects of the tasks to be assigned including the mandatory health and safety standards pertinent to such task.
- Instruction on the statutory rights of miners and their representatives under the Act.
- A review and description of the line of authority of supervisors and miners representatives and the responsibilities of such supervisors and miners representatives.
- An introduction to Smithbridge rules and procedures for reporting hazards.
- Instruction and demonstration on the use, care and maintenance of self-rescue and respiratory devices, if used at the mine.
- A review of first aid methods.

Apprenticeship Training through Guam Contractors Association

At Smithbridge, we appreciate the need and responsibility of training our young trades people via apprenticeships. This topic is even more relevant in Guam with the current labor shortage. Our Vice President Construction, Graeme Ridley, has been on the Guam Contractors Association Trades Academy Board since its inception. Our Mechanical Construction Manager, Simon Ridley, (Graeme's son) runs Smithbridge's own welding apprenticeship program. Simon himself did an apprenticeship prior to completing his mechanical engineering degree has implemented a policy in our mechanical division of employing one new welding apprentice each year. **Our first apprentice, Cameron Lunod, is still with the business and is continuing to flourish under the apprenticeship program and continued mentoring.** At present Smithbridge employs five welding apprentices who are at different stages within the program.

Crane Operator Certification Program

All of Smithbridge's crane operators have successfully obtained National Commission for the Certification of Crane Operators (NCCCO) certification during **2020/2021**. This has been a major achievement for the Smithbridge Crane division and a testament to our hard-working team. OSHA have made it a national requirement for all operators to obtain this certificate and Smithbridge proactively sourced a mainland NCCCO



certifier to travel to Guam to undertake crane & rigging training for our workforce. This training is undertaken every 6 months and we are using/working with the Trades School Academy on Guam for these trainings. The practical is being performed at our Harmon Crane Yard.

Professional Certification and Development

Smithbridge support all professional development for our management team for those who are register members to professional organizations, Smithbridge covers their annual membership costs. We encourage all of our employees to join professional organizations in their specific fields of expertise and continuously be up skilling through additional training courses and higher education such as P.E, Masters Degrees and MBA's.

Project Management Training

Each year Smithbridge enrolls employees for Construction Quality Management training, EM 385.1.1 40 hour training some are doing the refresher course others for the first time complete the full course. Recently a Safety Officer obtained their BCSP (Board of Certified Safety Professionals) Construction Health and Safety Technician (CHST). This certification is designed for individuals who demonstrate competency in health and safety activities devoted to the prevention of construction illnesses and injuries.



Community Service and Charitable Contributions

Smithbridge Guam has been a proud member of the Guam community since 1992. Smithbridge originated in New Zealand the Maori heritage and community culture is very similar to the Chamorro culture. We love taking up opportunities to show our love and support for our island. We here at Smithbridge believe the similarities in community spirit between New Zealand and Guam has been one of the driving forces behind Smithbridge's successful 30 years on Guam. Throughout the years we have been able to use our unique and diverse capabilities to support many community initiatives. Our people also volunteer their time and effort in various community activities.

Direct Monetary Donations

Every year, Smithbridge Guam has donated around \$25,000.00 in support of such items as employees and family member's medical fund raising, social programs such as Big Brothers / Big Sisters of Guam, Foster Families Association of Guam and Yigo Goodwill and Spirit Association. Smithbridge has donated to churches and church programs such as Knights of Columbus as well are supporting sporting organizations for soccer, softball, baseball, golf and horse riding. Other organizations such as National Association of Woman in Construction, Father Duenas Alumni, Chamber of Commerce and Society of American Military Engineers have all received direct support when fundraising for events.

Memberships & Affiliations:

- Guam Contractors Association
- www.guamchamber.com.gu
- Society of American Military Engineers (SAME)
- Guam Society of CPAs
- Guam Society of HR Managers

Sponsorships:

- Society of American Military Engineers (SAME)
- Guam Contractors Association
- Yigo Masters Association
- Guam Rugby Club
- Korean Sports Council of Guam



Photographic views showing jersey barrier for bus stop & gun turret monument



In Kind Support & Services

The majority of Smithbridge's community services comes from donating quarry aggregate and manned equipment and cranes to help support Guam.

Quarry Support

Smithbridge Quarry supports community projects on Guam by donating quarry products. Recent recipients are churches, schools and the Yigo Mayor's office. Annual quarry products donated to help support community projects is in excess of \$50,000.00.

Manned Equipment and Crane Support

To name only a few examples earlier this year Smithbridge supplied cranes, tractor-trailers and men to install the gun turret on the corner of route 15 and route 10 for the Vietnam Veterans.

To help make the school bus stops safer Smithbridge have supplied jersey barriers as additional barricading to a number of bus stops across Guam.

Specific service events

Community Carnival Day

To celebrate 3 decades on Guam, over 700 people attended Smithbridge Guam's Community Carnival Day on Saturday 6th August 2022 at Ypao Beach Park. As Smithbridge Guam marks its 30th anniversary, the Company took the opportunity to celebrate with the team and local community. Check out our [recap video](#).



The day was filled with:

- Carabou rides
- Bouncy castles
- Live music
- Custom birthday cupcakes
- Face painting
- Food trucks – Smoked meats, carnival food, donuts, shaved ice, kettle corn and ice cream



The highlight of the event was the customisation of one of our concrete trucks. We printed a variety of colourful hands for everyone to draw on and stick on the barrel. You will be able to catch this truck out and about on various jobs. What a wonderful way to celebrate 30 years of operation!

PBS Guam - Donation

We were delighted to be sponsoring and PBS Guam in their annual Read-A-Thon in March 2022. In partnership with Guam Department of Education (GDOE), the Public Broadcast System (PBS) is working to promote literacy among children across the Island. For over 51 years, PBS Guam has been serving the island community of Guam by providing quality and meaningful programming that aims to educate, inform and inspire viewers of all walks of life. This year PBS anticipated the participation of Public Elementary Schools, Private Schools as well as Day Care Centers!



William Best presenting the \$1,500 donation to PBS Guam

Tow from Smithbridge

Erden Eruç a Turkish-American adventurer, had rowed over 6,000 miles from Crescent City, California, in his rowboat in June 2021. He arrived in Guam on Saturday evening 2/13/2022. Smithbridge Guam acted as escort and tow vessel as Erden arrived at the Apra harbor entrance. Erden spent Valentine's day with his wife who flew to Guam on the weekend.



Eruç being towed into Guam Waters. Photo credit: guampdn.com



Eruç rowing and working hard. Photo credit: guampdn.com courtesy of Eruç



Smithbridge supporting Simon Sanchez High School

Over the Christmas Break in 2021, Smithbridge Guam assisted Simon Sanchez High School in general maintenance - from changing light bulbs for the Basketball courts to lending them a manlift over to wash and paint their school. Looking fresh for the new school year!



The team who donated their time to refresh the school

Supporting Schools Through i*Recycle

In 2021, Smithbridge was delighted to be a part of the i*Recycle program on Guam. The i*recycle program is a recycling program that has been provided to Guam's schools since 2007 by the Guam Business Partners for Recycling, Inc. (GBPRI), a non-profit organization, to help the schools generate funds and promote recycling throughout the island.

Our Precast Concrete Manager, Dan Rogers, saw an opportunity for Smithbridge to participate by setting up a recycling collection bin at our Harmon yard for staff to use. This bin will service both our Harmon and Yigo yards and collect aluminum cans from all Smithbridge divisions. Each month, the cans will then be collected and taken to nearby schools that are a part of the program. Different schools will be selected each month to receive the cans.



COVID-19 Community Support

In October 2020, during the COVID -19 pandemic, Smithbridge Guam were able to support local small business Island Girl Coffee by donating jersey barriers to assist in making their drive-through coffee experience safer for the public. Smithbridge continues to provide similar support to local businesses wherever possible during these tough times.

Barrier Donation for Bus Stop



The Honorable Rudy A. Paco, Mayor of Mongmong-Toto-Maite needed barriers to improve the safety of a bus stop in his Municipality. Smithbridge was able to donate concrete jersey barriers to provide extra protection around the bus stop.

Community Thank You Event

Smithbridge held a Thank You and Networking event in October 2019 at the Westin in Tumon. We enjoyed drinks and nibbles to introduce our Advisory Board and say thanks for the amazing support of our wonderful Guam community.