

# **CONSTRUCTION SAFETY PROGRAM**

**FOR**

## **TRI-STATE ENTERPRISES, LLC**

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# TRI-STATE ENTERPRISES' CONTRACTOR SAFETY PROGRAM

## SAFETY AND HEALTH POLICY

**Tri-State Enterprises, LLC**, (hereinafter "TSE" or "The Company") believes that **NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY.**

If a job represents a potential safety or health hazard, every effort will be made to plan a safe way to complete the task.

As such **every** procedure must be a safe one. Circumventing safe procedures by either foremen or workers is strongly prohibited and shall not be tolerated whatsoever.

If a worker observes any unprotected job, which may pose a potential threat to their health or safety, as well as to other workers, contractors, project site personnel etc, he or she must inform management accordingly and management must take adequate precautions.

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

**OUR FUTURE AS A COMPANY IS INTRINSICALLY INTERTWINED WITH THE HEALTH AND SAFETY OF OUR CREW. OUR PEOPLE ARE OUR PRIMARY, UNREPLACEABLE ASSETS. WE AIM TO PROTECT THEM.**

## **SAFETY AND HEALTH OBJECTIVES**

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

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

## **JOB SITE INSPECTIONS**

The safety person or other designated person will tour each job site and observe potential safety/health hazards, including the potential hazards of confined spaces and develop a plan for safeguarding this company's workers which may include the following:

1. Removing the hazard.
2. Guarding against the hazard as required by TSE.
3. Providing personal protective equipment and enforcing its use.
4. Training workers in safe work practices.
5. Coordinating protection of workers through other contractors.

A record of all safety inspections and correctional steps will be kept.

## **TRI-STATE ENTERPRISES' SAFETY PERSON**

### **Lawrence Bowers**

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

1. Being knowledgeable of potential job hazards.
2. Assuring compliance with TSE construction safety and health standard requirements.
3. Making regular safety inspections.
4. Establishing safety procedures.
5. Correlating regular safety training with lead persons.
6. Maintaining safety records.

## **PERSONAL PROTECTIVE EQUIPMENT**

1. Head protection, generally hard hats, will be worn on job sites when there are potentials of falling objects, hair entanglement, burning, or electrical hazards.
2. Eye protection will be worn when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
3. Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. Athletic or canvas-type shoes shall not be worn.
4. Protective gloves or clothing shall be worn when required to protect against a hazard.
5. Harnesses and lanyards shall be utilized for fall protection as required in TSE Construction Safety Standards.

## **SAFETY RULES**

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

1. Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.
2. Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
3. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
4. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
5. Watch where you are walking. Don't run.
6. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
7. Do not distract the attention of fellow workers. Do no engage in any act which would endanger another employee.
8. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
9. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
10. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
11. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
13. Know where firefighting equipment is located and be trained on how to use it.



14. Lift correctly - with legs, not the back. If the load is too heavy, **GET HELP!** Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
15. Nobody but operator shall be allowed to ride on equipment unless proper seating is provided.
16. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
17. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
18. Do not enter an area which has been barricaded.
19. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
20. Never oil, lubricate, or fuel equipment while it is running or in motion.
21. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
22. Barricade danger areas. Guard rails or perimeter cables may be required.
23. Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation. Excavations less than 5 ft may also require cave in protection in some instances.
24. Use the "*4 and 1*" Rule when using a ladder, i.e. 1ft of base for every 4ft of height.
25. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
26. Ladders must extend three feet above landing on roof for proper use.
27. Defective ladders must be properly tagged and removed from service.
28. Keep ladder bases free of debris, hoses, wires, materials, etc.
29. Build scaffolds according to manufacturers' recommendations and TSE'S Construction Safety Standard Part 12 - Scaffolding.
30. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
31. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary

power supply. Check the electrical grounding system daily.

32. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
33. Never throw anything "overboard." Someone passing below may be seriously injured.
34. Open fires are prohibited.
35. Know what emergency procedures have been established for your job site: location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.
36. Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a nonrespirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.

## **JOB SAFETY TRAINING**

- A. After inspecting a job site, the safety person or other designated person will identify and evaluate all potential hazards for:
  - 1. Injury Severity potential.
  - 2. Probability of an accident.
- B. This person will also appraise the skill and knowledge level of exposed workers.
- C. Appropriate Training will be given.
  - 1. Hazards will be pointed out.
  - 2. Necessary precautions will be explained.
  - 3. The higher the hazard the more detailed will be the training.
- D. Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained.

## **SAFETY DISCIPLINE**

### A. Three-Step System

First violation:	Written warning; copies to employee and employee's file.
Second violation:	Written warning; suspension for 1/2 or full day without pay.
Third violation:	Written report for file and immediate termination.

### B. Four-Step System

First violation:	Oral warning; notation for personnel file.
Second violation:	Written warning; copy for file or Personnel Office.
Third violation:	Written warning; one day suspension without pay.
Fourth violation:	Written warning and one-week suspension, or termination if warranted.

### C. A record will be maintained of all discipline.

# **POWER LOCKOUT PROCEDURE**

Lockout procedures for **Tri-State Enterprises, LLC.**

## **I. PURPOSE**

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

## **II. MANAGEMENT RESPONSIBILITIES**

- A. Each supervisor shall train new employees and periodically instruct all of their employees regarding provisions and requirements of this lockout procedure.
- B. Each supervisor shall effectively enforce compliance of this lockout procedure including the use of corrective disciplinary action where necessary.
- C. Each supervisor shall assure that the locks and devices required for compliance with the lockout procedure are provided to their employees.
- D. Prior to setting up, adjusting, repairing, servicing, installing, or performing maintenance work on equipment, machinery, tools, or processes, the supervisor shall determine and instruct the employees of the steps to be taken to assure they are not exposed to injury due to unintended machine motion or release of energy.

## **III. EMPLOYEES RESPONSIBILITY**

- A. Employees shall comply with the lockout procedure.
- B. Employees shall consult with their supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- C. Employees shall obtain and care for the locks and other devices required to comply with the lockout procedure.

#### **IV. GENERAL**

- A. The power source of any equipment, machine, tool, or process to be set-up, adjusted, repaired, serviced, installed, or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury, such a power source shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
- B. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.
- C. Safety locks, adapters, and "Danger Tags" can be obtained from a supervisor.
- D. Equipment locks and adapters can be obtained from a supervisor. The sole purpose of the "Equipment" lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to be used as a substitute for the employee's personal safety lock.
- E. Personal locks shall contain a tag with employee's name on it.
- F. One key of every lock issued shall be retained by the employee to whom it was issued and the only other key to the lock shall be retained by the superintendent.
- G. Employees shall request assistance from their supervisor if they are unsure of where or how to lockout equipment.
- H. Any questions concerning the lockout procedure should be directed to the employee's supervisor.

#### **V. LOCKING OUT AND ISOLATING THE POWER SOURCE**

- A. Equipment, machines, or processing main disconnect switches shall be turned off and locked in the off position only after the electrical power is shut off at the point of operator control. Failure to follow this procedure may cause arcing and possibly an explosion.
- B. Equipment/tools connected to over a 110 volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.
- C. Equipment/tools connected to a 110 volt source of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a "do not start tag."
- D. After locking out power source, the employee shall try the equipment, machine, or process controls to ensure no unintended motion will occur; or test the

equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.

- E. When two or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc. in the nonoperative (off) position.
- F. An employee who is assigned to a job and upon arrival finds an "Equipment Lock," "Adaptor," and "Danger Tag" affixed to the equipment shall take the following action:
  - 1. Affix his/her personal lock to the "Equipment Adaptor."
  - 2. Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
  - 3. Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective. (Such testing equipment is only to be employed by trained qualified personnel.)

## **VI. PERFORMING TEST AND ADJUSTMENTS DURING LOCKOUT**

- A. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.
- B. If the employee leaves the job before its completion, such as job reassignment, the employee shall remove his/her personal lock and adaptor and replace it with an "Equipment" lock and adaptor. In addition, the employee will prepare and attach a "Danger Tag" indicating the reason the equipment is locked out (should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the "Equipment" lock, adaptor and the "Danger Tag").
- C. Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.
- D. The employee responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine, or process is cleared for operation, and appropriate personnel notified that power is being restored. This employee is also responsible for removing the "Equipment" lock and returning it to the supervisor.

## **VII. EMERGENCY SAFETY LOCK REMOVAL**

- A. The superintendent, or other designated management person, will be authorized to remove an employee's lock under the following conditions:
  - 1. Receipt of a written request signed by the appropriate supervisor which shall state the reason the employee is not able to remove the lock.
  - 2. The supervisor is responsible for making certain all the requirements for restoring power are followed.



## CONFINED SPACE ENTRY

No employee shall enter areas defined below without authorization:

1. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY;  
and
2. Is large enough and so configured that a person can bodily enter into and perform assigned work; and
3. Has LIMITED or RESTRICTED means for ENTRY or EXIT; and
4. May have a POSSIBLE HAZARDOUS ATMOSPHERE that may expose employees to the risk of death, incapacitation, impairment of ability to self rescue caused by:
  - A. Flammable gas
  - B. Airborne combustible dust
  - C. Atmospheric oxygen concentration below 19.5 or above 23.5%
  - D. A toxic atmosphere or substance
  - E. Danger of engulfment

**UNTIL AN AUTHORIZED PERSON EVALUATES THE AREA AND  
AUTHORIZES ENTRY!**

## **GENERAL CONFINED SPACE ENTRY PROCEDURE**

1. There shall be no unauthorized entry into a confined space by any person.
2. An authorized person shall examine, test and evaluate a potential entry space and determine if it is a "NON-PERMIT SPACE" and meets the following requirements:
  - A. It does NOT contain any atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm;
  - B. The space has been PROVEN SAFE, has been VERIFIED, DOCUMENTED, and has a CERTIFIED GUARANTEE of a safe environment.
3. If the conditions in #2 have been satisfied, the ALTERNATE ENTRY PROCEDURE may be followed.
4. If conditions in #2 are not met and has any of the following, the PERMIT ENTRY PROCEDURE must be followed:

### **THE SPACE:**

- A. Contains or has a potential to contain a HAZARDOUS ATMOSPHERE.
- B. Contains a material that has a potential for ENGULFING an entrant.
- C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section; or
- D. Contains any other recognized serious safety or health hazard.

## **EMERGENCY PROCEDURES**

In case of an emergency on site the following procedures should be instituted at each site:

1. Method of communication should be determined at each site, telephone, radio, etc.
2. Emergency telephone numbers should be posted:
  - a. Police
  - b. Fire
  - c. Medical Response Team
3. Post near communication station the address of your site.
4. Post names of first aid responders on site.
5. Designate person to direct emergency crews to site of emergency.
6. Instruction to each employee if known harmful plants, reptiles, animals, or insects, are present regarding all of the following:
  - a. The potential hazards.
  - b. How to avoid injury.
  - c. Applicable first aid procedures to be used in the event of injury.

## CARING FOR BITES AND STINGS

	<b>Insect Bites</b>	<b>Spider Bite / Scorpion Sting</b>	<b>Marine Life Stings</b>	<b>Snake Bites</b>	<b>Animal Bites</b>
<b>Signals</b>	<p>Stinger may be present</p> <p>Pain</p> <p>Swelling</p> <p>Possible allergic reaction</p>	<p>Bite Mark</p> <p>Swelling</p> <p>Pain</p> <p>Nausea and vomiting</p> <p>Difficulty breathing or swallowing</p>	<p>Possible marks</p> <p>Pain</p> <p>Swelling</p> <p>Possible allergic reaction</p>	<p>Bite Mark</p> <p>Pain</p>	<p>Bite Mark</p> <p>Bleeding</p>
<b>Care</b>	<p>Remove stinger – scrape it away or use tweezers</p> <p>Wash wound</p> <p>Cover</p> <p>Apply a cold pack</p> <p>Watch for signals of allergic reaction</p>	<p>Wash wound</p> <p>Apply a cold pack</p> <p>Get medical care to receive antivenin</p> <p>Call local emergency number, if necessary</p>	<p>Initially, soak area in salt water</p> <p>Apply cold pack or paste of baking soda or meat tenderizer</p> <p>Call local emergency number, if necessary</p>	<p>Wash wound</p> <p>Keep bitten part still, and lower than the heart</p> <p>Call local emergency number</p>	<p>If bleeding is minor – wash wound</p> <p>Control bleeding</p> <p>Apply antibiotic ointment</p> <p>Cover</p> <p>Get medical attention if wound bleeds severely or if you suspect animal has rabies</p> <p>Call local emergency number or contact animal control personnel</p>

# WRITTEN HAZARD COMMUNICATION PROGRAM

## GENERAL

The following hazard communication program has been established for **Tri-State Enterprises, LLC**:

This program will be available for review by all employees.

## I. HAZARD DETERMINATION

**The Project Foreman** will be relying on Material Safety Data Sheets from suppliers to meet determination requirements.

## II. LABELING

- A. The Site Safety Supervisor will be responsible for seeing that all containers coming in are properly labeled.
- B. All labels shall be checked for:
  - 1. Identity
  - 2. Hazard
  - 3. Name and address of responsible party
- C. Each laborer shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.

## III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The Site Safety Supervisor will be responsible for compiling the master MSDS file. It will be kept Tri-State Enterprises, LLC trailer or field office, as applicable.
- B. Copies of MSDSs for all hazardous chemicals to which employees may be exposed will be kept in a file at Tri-State Enterprises, LLC trailer or field office, as applicable.
- C. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to General Contractor or Owner.
- D. The \_\_\_\_\_ will be provided with the required TSE Right-To-Know posters and postings notifying employees of new or revised MSDSs within five (5) days of receipt of new or revised MSDSs.

#### **IV. EMPLOYEE INFORMATION TRAINING**

- A. The Safety Manager shall coordinate and maintain records of training conducted for Tri-State Enterprises, LLC.
- B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class, each employee will be given information on:
  - 1. Chemicals and their hazards in the workplace.
  - 2. How to lessen or prevent exposure to these chemicals.
  - 3. What the company has done to lessen or prevent workers' exposure to these chemicals.
  - 4. Procedures to follow if they are exposed.
  - 5. How to read and interpret labels and MSDSs.
  - 6. Where to locate MSDSs and from whom they may obtain copies.
- C. The employee will be informed that:
  - 1. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
  - 2. As an alternative to requesting an MSDS from the employer the employee may obtain a copy from the Department of Public Health.
- D. Attendance will be taken at training sessions. These records will be kept by Larry Barksdale.
- E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

## **V. HAZARDOUS NON-ROUTINE TASKS**

- A. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.

This information will include:

- 1. Specific chemical hazards.
  - 2. Protection/safety measures the employee is required to take to lessen risks.
  - 3. Measures the company has taken to lessen the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures.
- B. It is the policy of Tri-State Enterprises, LLC that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

## **VI. INFORMING OTHER CONTRACTORS**

- A. It is the responsibility of the Site Safety Supervisor to provide any other contractors with employees exposed to our chemicals with the following information:
  - 1. Hazardous chemicals with which they may come in contact.
  - 2. Measures the employees should take to lessen the risks.
  - 3. Where to get MSDSs for all hazardous chemicals.
- B. It is the responsibility of the Site Safety Supervisor to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

## **VII. PIPE AND PIPING SYSTEMS**

- A. Information on the hazardous contents of pipe and piping shall be readily Available
-

## VIII. LIST OF HAZARDOUS CHEMICALS

This is a list of the chemicals used by Tri-State Enterprises, LLC.  
**MATERIAL (Name on label and MSDS)**

[illegible]



## ATTACHMENT A

# JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations. Check only relevant fields, as appropriate and relevant.

### A. Safety Rules

- \_\_\_\_\_ Hard hats and safety glasses worn.
- \_\_\_\_\_ Shirts with sleeves worn.
- \_\_\_\_\_ Work shoes worn.
- \_\_\_\_\_ Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards.
- \_\_\_\_\_ Work areas safe and clean.
- \_\_\_\_\_ Safety mono-goggles/face shields worn when circumstances warrant.
- \_\_\_\_\_ Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person.
- \_\_\_\_\_ No use of alcoholic beverages or controlled substances.
- \_\_\_\_\_ Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.
- \_\_\_\_\_ All scaffolds built to specifications as established by OSHA.
- \_\_\_\_\_ Excavation/trenches sloped or shored as established by OSHA.
- \_\_\_\_\_ Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

### B. Recordkeeping

- \_\_\_\_\_ OSHA poster "Safety and Health Protection on the Job" posted.
- \_\_\_\_\_ OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only.
- \_\_\_\_\_ Hard hat sign posted in a conspicuous manner.
- \_\_\_\_\_ Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly.

### C. Housekeeping and Sanitation

- \_\_\_\_\_ General neatness.
- \_\_\_\_\_ Regular disposal of trash.
- \_\_\_\_\_ Passageways, driveways, and walkways clear.
- \_\_\_\_\_ Adequate lighting.
- \_\_\_\_\_ Oil and grease removed.
- \_\_\_\_\_ Waste containers provided and used.
- \_\_\_\_\_ Adequate supply of drinking water.
- \_\_\_\_\_ Sanitary facilities adequate and clean.
- \_\_\_\_\_ Adequate ventilation.

#### **D. First Aid**

- \_\_\_\_\_ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.
- \_\_\_\_\_ Trained first aid personnel.
- \_\_\_\_\_ Injuries promptly and properly reported.

#### **E. Personal Protective Equipment**

- \_\_\_\_\_ Hard hats.
- \_\_\_\_\_ Hearing protection.
- \_\_\_\_\_ Eye and face protection.
- \_\_\_\_\_ Respiratory protection.
- \_\_\_\_\_ Fall protection.

#### **F. Fire Protection**

- \_\_\_\_\_ Fire extinguishers charged and identified.
- \_\_\_\_\_ "No Smoking" signs posted.
- \_\_\_\_\_ Flammable and combustible material storage area.
- \_\_\_\_\_ Fuel containers labeled.

#### **G. Hand and Power Tools**

- \_\_\_\_\_ Tools inspected.
- \_\_\_\_\_ Power tools properly guarded.
- \_\_\_\_\_ Safety guards in place.

#### **H. Welding & Cutting**

- \_\_\_\_\_ Compressed gas cylinders secured in vertical position.
- \_\_\_\_\_ Hoses inspected.
- \_\_\_\_\_ Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease.
- \_\_\_\_\_ Caps on cylinders in storage in place.
- \_\_\_\_\_ Flash back arresters in place.
- \_\_\_\_\_ Welding screens in place.
- \_\_\_\_\_ Fuel and oxygen cylinders separated in storage.

#### **I. Electrical**

- \_\_\_\_\_ All portable tools and cords properly grounded [Ground Fault Interrupters (GFIs) properly installed].
- \_\_\_\_\_ Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.
- \_\_\_\_\_ Tests of cords, tools and equipment for continuity and correct attachment of the

equipment grounding connector (GFI) to the proper terminal made every month and: 1. Prior to first use. 2. Prior to return to service after repairs. 3. Prior to return to service after incident that may have caused damage to cord or equipment.

\_\_\_\_\_ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

#### **J. Ladders (*Only Fiberglass Ladders Allowed*)**

\_\_\_\_\_ Inspected at regular intervals.  
\_\_\_\_\_ No broken or missing rungs or steps.  
\_\_\_\_\_ No broken or split side rail.  
\_\_\_\_\_ Extend at least 36 inches above landing and be secured.  
\_\_\_\_\_ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

#### **K. Scaffolding**

\_\_\_\_\_ Inspected at regular intervals.  
\_\_\_\_\_ Footings are a sound ridge and capable of carrying maximum intended load.  
\_\_\_\_\_ Tied into building vertically and horizontally at 14 foot intervals.  
\_\_\_\_\_ Properly cross-braced.  
\_\_\_\_\_ Proper guardrails and toe boards.  
\_\_\_\_\_ Scaffold planks capable of supporting at least four (4) times the maximum intended load.  
\_\_\_\_\_ No unstable objects such as concrete blocks, boxes, etc., used as scaffold foundations.  
\_\_\_\_\_ Use of OSHA Scaffold Tagging Program.

#### **L. Guardrails, Handrails and Covers**

\_\_\_\_\_ Guardrails, handrails and covers installed wherever there is danger of employees or materials falling through floors, roofs or wall openings and shall be guarded on all exposed sides.  
\_\_\_\_\_ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart.  
\_\_\_\_\_ Top rail 42 inches above the floor and of 1 x 4 stock.  
\_\_\_\_\_ Intermediate rail 21 inches above the floor and of 1 x 4 stock.  
\_\_\_\_\_ Guardrail assemblies around floor openings equipped with toe boards. Toe boards at least four (4) inches above the floor level with no more than 1/4 inch clearance above the floor level, when there are employees below or when conditions dictate.  
\_\_\_\_\_ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes two (2) inches or greater in diameter made of at least 3/4 inch plywood or heavier.

#### **M. Material Hoists**

\_\_\_\_\_ Inspected at regular intervals.  
\_\_\_\_\_ Operating rules posted at operators station.  
\_\_\_\_\_ "No Rider" signs prominently posted at all stations.  
\_\_\_\_\_ All entrances properly protected.  
\_\_\_\_\_ All entrance bars and gates painted with diagonal contrasting stripes.  
\_\_\_\_\_ Experienced operators.  
\_\_\_\_\_ Current crane certification inspection sticker and papers on the rig.

## **N. Motor Vehicles**

- \_\_\_\_\_ Lights, brakes, tires, horn, etc., inspected at regular intervals.
- \_\_\_\_\_ No overloaded vehicles.
- \_\_\_\_\_ Trash trucks have covers.
- \_\_\_\_\_ No riding on the edge of pickup truck beds.
- \_\_\_\_\_ No riding on concrete trucks, loaders, backhoes, etc.
- \_\_\_\_\_ Functioning back-up alarms on loaders, tractors, backhoes, etc.
- \_\_\_\_\_ Fire extinguishers installed and readily available.
- \_\_\_\_\_ Seat belts worn at all times.

## **O. Material Storage and Handling**

- \_\_\_\_\_ Material at least two (2) feet from edge of excavation site.
- \_\_\_\_\_ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area.
- \_\_\_\_\_ Inventory maintained and inspected frequently.
- \_\_\_\_\_ Proper protective gear worn when handling chemicals. P. Concrete, Concrete Forms and Shoring
- \_\_\_\_\_ Full body harnesses as positioning devices for employees tying rebar greater than six (6) feet above adjacent working surface have \_\_\_\_\_ Automatic shut-off switches on trowel machines.
- \_\_\_\_\_ No riding on concrete buckets or flying forms.
- \_\_\_\_\_ All forms properly shored.
- \_\_\_\_\_ Single post shores braced horizontally.

## **P. Use of Cranes and Derricks**

- \_\_\_\_\_ Prohibition of the use of cranes or derricks to hoist employees on a personal platform except in the situation where no safe alternative is possible.

## ATTACHMENT B

### SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the [***Responsible person***] at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

- \_\_\_\_\_ Safety goggles, shields, and glasses.
- \_\_\_\_\_ Hearing protection.
- \_\_\_\_\_ Respirators.
- \_\_\_\_\_ Hard hats.
- \_\_\_\_\_ Fire extinguishers (properly charged).
- \_\_\_\_\_ First aid kit (check list inside kit).
- \_\_\_\_\_ Stretcher or stroke litter (tool room).
- \_\_\_\_\_ Welding masks and goggles.
- \_\_\_\_\_ Storage racks for compressed gases.
- \_\_\_\_\_ Guards on all power tools.
- \_\_\_\_\_ Trash barrels.
- \_\_\_\_\_ OSHA forms posted.
- \_\_\_\_\_ Company "Safety Policy" packet posted.
- \_\_\_\_\_ Company "Hazardous Communication Program" packet posted.
- \_\_\_\_\_ Emergency vehicle (vehicle designated to carry injured to hospital).

# SAFETY MEETING REPORT

GENERAL CONTRACTOR			
Meeting Date:		Time:	Emergency (CIRCLE ONE): Y      N
Jobsite Name and Address:			
Meeting Conducted By:			
EMPLOYEES IN ATTENDANCE			
Employee Name & Job Title		Employee Signature	
Not Present			
Attach additional name and signature sheets if necessary			
Meeting Topic(s):			
Suggestions/Recommendations to improve workplace safety and health:			
Actions Taken:			
Foreman/Supervisor Signature:			
Date:			