



PROJECT SAFETY ORIENTATION AND REQUIREMENTS

1) PRE-WORK DOCUMENTATION – The following documentation must be submitted prior to starting work onsite:

- a) Company Safety Manual
- b) Employee training documentation
- c) Competent persons list
- d) Company MSDS's
- e) Certificates of insurance (Workers compensation and GL)
- f) Site specific plans

2) HOURS OF WORK - It is important that all work at the site be supervised. Therefore we have implemented the following rules regarding work hours:

- a) No work shall start earlier than 7:00 am - without prior authorization from the superintendent
- b) No work shall take place on Sunday or National Holidays - without prior authorization from the superintendent
- c) No work may take place on the premises - without prior authorization from the superintendent

3) CLEANUP - Because a clean job is a safe job and a safe job enhances productivity and quality, it is imperative that the premises be kept clean at all times. Trash receptacles will be provided at various locations throughout the jobsite. Wrappers, paper cups, bottles, etc. must be placed into receptacles. Littering is strictly prohibited. **CHEMICALS or CHEMICAL SOAKED MATERIALS MUST BE REMOVED FROM THE SITE BY EACH SUBCONTRACTOR. DO NOT THROW THEM INTO OUR TRASH RECEPTICLES.**

4) PARKING - Due to the amount of parking being lost to storage and construction, and the limited amount of space available, we have to impose parking regulations. Construction workers may park only in those areas designated by the site superintendent.

Parking in non-designated areas is strictly prohibited. Construction workers who fail to park in the appropriate areas will be asked to move their vehicles one time. Workers who repeatedly park in the wrong area or do not move their vehicles when asked will be removed from the jobsite and their vehicle towed offsite at their expense.

5) SITE VISITORS - All site visitors **MUST** sign in at the field office **BEFORE** entering the work area. All visitors, if granted permission to enter the site, must wear appropriate safety equipment including hardhats at a minimum.

6) COMPLIANCE WITH PROJECT PROCEDURES - Failure of construction personnel and subcontractors to comply with the project safety and health requirements will result in citation and/or warning forms being issued to the



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Appropriate subcontractors for each incident or violation. Penalties for safety violations include, but are not limited to:

- a) Monetary fines and payment suspension
- b) Individual supervisors and workers being permanently removed from the site
- c) Contract suspension and/or termination
- d) Company removed from ALL future contract bidding

7) PRIORITY SAFETY REQUIREMENTS - It is important and required that all contractors and subcontractors comply with the site safety policies and OSHA regulations. A copy of each is available at the site office for your review. In addition to the above, the following general safety rules and regulations must be followed:

8) FALL PROTECTION: Every employee on this site working over 6 feet in height is required to have fall protection. This means a proper guardrail or personal fall arrest system (body harness and lanyard). If you cannot provide fall protection, stop work and consult with the site superintendent.

9) .GUARDRAILS: Guardrails must be erected and maintained at all times. If they are removed for access, they must be immediately replaced. By the removing subcontractor. Guardrails must be installed at 42" and 21".

10) PERSONAL FALL ARREST SYSTEM (PFAS): Workers not protected by guardrails must use a PFAS. This includes workers on roofs, balconies, porches, etc. Anchor points for PFAS must be capable of supporting 5,000 lbs.

11) PERSONAL PROTECTIVE EQUIPMENT:

a) **HARDHATS** - All construction personnel must wear hard hats at all times when onsite. This is a Crain Construction, Inc. requirement.

b) **HIGH VISIBILITY** – All construction personnel must wear high visibility vest or shirts with company names at all times while on site. This is a Crain Construction, Inc. requirement

c) **FACE PROTECTION** – Face shields must be worn when employees are subject to flying debris - (grinding, welding, concrete cutting, brick cutting, etc)

d) **FOOT PROTECTION** – Leather boots. Steel toe boots when required.

e) **HAND PROTECTION** – Workers must adequately protect their hands from cuts, chemicals, abrasions, etc.

f) **RESPIRATORY PROTECTION** - A written Respiratory Protection Plan must be submitted and adhered to whenever employees are exposed to gases, vapors, fumes, mists, dusts and mists in excess of the allowable OSHA (PEL) concentrations. This may include painters, drywall sanders, welders, clean-up crews, etc.



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g) **BODY PROTECTION** – Proper dress is required onsite at all times. At a minimum, long pants, tee shirt with sleeves (no tank tops) and leather boots.

h) **HEARING CONSERVATION** - A hearing conservation program is required whenever workers are exposed to high noise levels. This may include power tool and pneumatic tool operators.

12) HOLES: All holes must be adequately covered and secured. The cover must be marked “Hole” in both English and Spanish

13) HOUSEKEEPING – Each subcontractor is responsible for maintaining their work area in a neat and orderly fashion. This means that cleanup activities need to take place routinely and as often as required to keep walkways and work areas free of debris and tripping hazards. All nails must be removed from wood prior to storage.

14) RADIOS/EAR BUDS/EAR PHONES – No devices for the playing of music shall be in use while on the job. This includes cell phones (outside of work communication) or personal music players.

15) POWER TOOL SAFETY – All power tools and cords must be inspected daily for damage. Damaged tools and cords must be immediately taken off of the site. All tools must be used per the manufacturer recommendations and safety rules.

16) ELECTRICAL SAFETY – All extension cords must have a ground fault circuit interrupter (GFCI) installed. All extension cords must have a working ground pin. Double insulated tools are not required to be grounded. Extension cords must be inspected daily for damage. All damaged extension cords must be removed from the site immediately. Electrical tape is not permitted to repair damaged extension cords.

17) FIRE PROTECTION – Your workers must be familiar with the location of fire exits and fire extinguishers. Hot work (welding, some roofing work, torch cutting etc.) requires a daily permit from the office prior to initiating work. Each subcontractor needs to have a fire extinguisher with their work crew. **ONLY SAFETY CANS ARE PERMITTED ON THIS PROJECT – MUST HAVE SPRING LID WITH FLASH ARRESTOR (SCREEN).**

18) LADDER and STAIRWAYS – All ladders must be inspected for damage prior to use. Damaged ladders must be removed from the site immediately. Workers on ladders are to maintain three points of contact. Ladders used to access an upper level must extend three feet over the landing and be tied off to prevent displacement. Workers must face ladders when ascending or descending. Workers must never stand on the top two steps of any step ladder.

WOOD AND FIBERGLASS NON CONDUCTIVE PREFERRED

a) TYPE IAA 375 lbs – Commercial Heavy Duty



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- b) TYPE IA 300 lbs – Heavy Duty – General Contracting
- c) TYPE I 250 lbs – General Construction
- d) TYPE II 225 lbs – Light Construction
- e) TYPE III 200 lbs - Household

19) SCAFFOLD SAFETY – The following safety rules must be obeyed when working on or around scaffolds:

- a) Only trained workers may use scaffold
- b) A competent person must be onsite at all times when working on scaffolds
- c) Scaffolds must be inspected each morning by a competent person and approved for use
- d) Proper firm footing with base plates and mud sills
- e) Proper planking must be maintained
- f) Proper guardrails / fall protection must be maintained
- g) Proper bracing must be used (Frame Type 4:1 + every 30 feet)
- h) Proper guarding from material falling (toe boards / caution tape)

20) EXCAVATIONS – ALL EXCAVATIONS MUST HAVE PROPER CAVE-IN PROTECTION. All excavation must be properly sloped or benched. C Type soil must be sloped at a 1:1.5 slope. B Type soil must be sloped or benched at 1:1. If sloping or benching is not used, shoring or shielding must be used. Proper egress must be provided (ladder) at all times for every 25 feet of travel.

21) SIGNS AND BARRICADES – All site signs are to be obeyed. No worker is to enter any area cordoned off with caution tape.

22) HAZARDOUS CHEMICALS – All subcontractors must submit Material Safety Data Sheets for all chemicals. Workers must be trained in hazardous materials.

23) FORKLIFTS / AERIAL LIFTS / SCISSOR LIFTS – Only trained workers are permitted to operate forklifts, aerial lifts or scissor lifts. Workers in aerial lifts must have a body harness and lanyard.

24) HEAT STRESS – Workers are to have plenty of water available onsite during hot weather with sufficient number of breaks to ensure no worker undergoes heat stress or stroke.

25) DRUGS AND ALCOHOL - The use, possession, sales, concealment, transfer or presence in the body of illegal drugs, controlled substances, marijuana, synthetic drugs, alcoholic beverages or drug paraphernalia on site is strictly prohibited. Violated will be escorted off immediately, and the appropriate law enforcement agencies will be notified.



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26) EMERGENCY PROCEDURES – CALL 911 FOR ALL IMMEDIATE SERIOUS EMERGENCIES. The site address and map to the nearest hospital is posted in the office trailer. First aid supplies are available in the field office, but should also be provided by each subcontractor, sufficient for their scope of work and size of crew.

a) We use an air horn to warn site workers of emergencies. The following warning will be sounded for emergencies:

b) 5 short blasts – All employees stop work and meet at the front of the site (Fire, tornado, etc)

c) 3 short blasts – All employees stop work and take shelter (lightning, inclement weather etc.)

d) 1 long blast – All Clear – you may go back to work

REPORT ALL ACCIDENTS AND INJURIES IMMEDIATELY TO GC. FILL OUT ACCIDENT REPORT FOR ALL INJURIES REQUIRING CARE. EACH SUBCONTRACTOR MUST HAVE A FIRST AID KIT WITH THEIR WORK CREWS.

27) SITE SAFETY MEETINGS – Each subcontractor is responsible to conduct weekly safety meeting with all of your employees. Copies of the attendance sheet with topic discussed must be turned into the field office on a weekly basis. We have blank sign-in sheets if needed.

28) ACKNOWLEDGEMENT - I, the undersigned, acknowledge receipt of the Orientation and procedures for Subcontractor Personnel. I have read and understand all the rules, regulations and procedures contained in this booklet. I also understand that compliance with these rules, regulations and procedures, as well as OSHA regulations, is a condition of my employment on this project.

29) MSDS sheets for all trades on project are located in the superintendent's trailer.