Site Safety Plan

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Bruce and Merrilees Safety Policy Statement

Our company is committed to providing the safest possible working environment and conditions for our employees. The safety of our employees is a prime concern to management. With this in mind the following management commitment is being made to prevent unnecessary injuries to our employees.

- All Bruce and Merrilees employees recognize that safety is an integral part of their job duties and are responsible for preventing injuries.
- Safe working conditions are an essential part of our business.
- All employees are to be properly and thoroughly trained in safe work practices and are to understand the importance placed on working safely every day.
- Management is open to any suggestions, which will help improve the safety of our employees.
- Safety is simply good business. Good for our customers, good for our employees, and good for the company.

The prevention of employee injuries is of the utmost importance and a key ingredient to the continued success and growth of our company. We urge each of you to join with us in committing to make our company the safest possible place to work. Each employee has a personal responsibility to work safely. In a broad sense all employees are members of the safety committee. All employees, together, have the responsibility to create and maintain a workplace that is free of unsafe and hazardous conditions.

Our workplace has an active safety program. Your first responsibility is to learn safe procedures for performing your work assignments. Your second responsibility is to use only safe procedures in your work. Also, when you see an unsafe or possibly unsafe condition in the workplace, or when you see what is or possibly may be unsafe work behavior, you are to correct it if possible. And you are to report it to your Supervisor. This is important so that management can make necessary decisions to improve safe working conditions and safe working behaviors.

The Safety Director, acting with the input of the safety committees, maintains a Safety Pocket Manual. You receive a copy of the Safety Pocket Manual when you begin your employment. You have the responsibility to study this manual and to conform to the guidelines in the manual. If you have any questions about the safety guidelines or your responsibilities for safe behavior, discuss them with your Supervisor, your safety committee, or the Safety Director.
1.0 Site Description

(Insert SITE DESCRIPTION)

2.0 Responsibilities

FOREMAN

Administrative duties (perform and submit these documents)

- Accident reports
- Safety talks
- Inspection reports
- Rigging checklists
- Confined space entry permits

Activities

- Perform new-hire orientation
- Provide instruction on company programs and job specific safe work practices
- Perform daily huddles
- Provide personal protective equipment
- Locate medical facilities and provide transport
- Keep first-aid kits stocked
- Provide training on equipment and procedures
- Ensure security of the jobsite/equipment/and trailers
- Investigate accidents
- Solicit and review material safety data sheets
- Enforce disciplinary program

SUPERINTENDENT

Administrative Duties

- Assist the project manager in the pre-construction planning procedure
- Review the project specifications for potential hazards
- Ensure the proper administration of safety-related functions
- Monitor sub-contractor safety performance if subs are on the job
- Ensure foreman notify supervision of accidents and preventive measures
Activities

- Pre-plan work with foreman
- Enforce site-specific safety compliance with company and OSHA standards
- Ensure foreman complete and submit safety documentation in a timely manner
- Provide foreman with medical clinic information before start-up of new job
- Assist foreman when applicable with subcontractor violations of safety standards

PROJECT MANAGERS

Administrative Duties

- Plan, direct, coordinate safety related functions
- Work with estimating to budget money for safety
- Assist in selection of subcontractors when necessary
- Procure certificates of insurance from subcontractors and vendors
- Monitor project safety performance
- Perform safety responsibilities in the pre-construction planning procedure

Activities

- Complete a pre-construction safety planning checklist
- Identify project safety concerns and requirements
- Coordinate pre-construction meeting with all necessary personnel
- Issue safety violation notices to subcontractors
- Assign safety responsibilities to project supervision

3.0 General Site Safety Limits and Controls

3.1 Safety Limits
The nature of the property being the Harrisburg International Airport, will naturally pose limits and controls on this job site due to the heightened security. All employees will attend a training seminar provided by Airport personnel before working on this site. All employees must adhere to policies and procedures set forth by the Airport Authority, in addition to company policies and procedures.

3.2 Site Safety Hazards and Controls
  (site specific)

3.2.1 Access and Egress
3.2.2 HazCom

Bruce and Merrilees has written a Hazard Communication Program in compliance with the OSHA requirements. The program outlines the Company’s procedures for safe use, handling and storage of hazardous chemicals. This written program is available at each work location and can be reviewed by any employee upon request.

Chemical Inventory

An inventory of all known chemicals in use is available at each project. Below is a partial list of common construction materials, which are considered potentially hazardous.

- Concrete
- Gasoline
- Curing Compound
- Form Oil
- Epoxy
- Solvents
- Diesel
- Cleaning Agents
- Acetylene
- Propane
- Paints
- Welding Rods
- Acids
- Lubricants

Labeling

No unlabeled containers are to be left in the work area unattended. Whenever possible rely on the manufacturers labels and ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer’s label has been removed must be relabeled. It is essential that you read the hazard warning and use the chemical as prescribed by the label. If you have any questions about a specific chemical, ask your supervisor or refer to the MSDS.

<table>
<thead>
<tr>
<th>Hazardous Materials Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System (HMIS)</strong></td>
</tr>
<tr>
<td>4 – Severe Hazard</td>
</tr>
<tr>
<td>3 – Serious Hazard</td>
</tr>
<tr>
<td>2 – Moderate Hazard</td>
</tr>
<tr>
<td>1 – Slight Hazard</td>
</tr>
<tr>
<td>0 – Minimal Hazard</td>
</tr>
</tbody>
</table>
Material Safety Data Sheet (MSDS)

The manufacturer or distributor supplies information with respect to the hazards associated with the chemical and provides the MSDS. MSDS will appear in many different formats but they all contain the same information. An MSDS offers the following information:

1. Ingredients
2. Health Hazards
3. Fire Hazards
4. Precautions for safe handling and use
5. Personal Protective Measures
6. Reactivity Data

MSDS are located at each worksite and are available for review upon request.

Training

All new employees will receive training on the Hazard Communication Program. This will include:

1. Location of the Hazard Communication Program and MSDS.
2. Physical and Health hazards associated with chemicals.
3. Protective measures to be taken.
4. Safe Work practices, emergency response and spill procedures.
5. Labeling System
6. Explanation of Material Safety Data Sheets

3.2.3 Eating Areas

The site supervisor will designate eating areas. Eating areas will be kept free of all chemicals or related hazards. These areas are to be maintained and trash disposed of properly.

3.2.4 Personal Protective Equipment

PERSONAL PROTECTIVE EQUIPMENT

1. **Hard Hats** shall be worn at all times.
2. **T-shirts** and **long pants** shall be worn at all times.
3. Use **gloves** or other suitable hand protection when handling rough materials, chemicals and hot or cold objects.
4. Wear approved **safety glasses with side shields** when exposed to eye injury hazards. Examples are when grinding, drilling, sawing, chipping, welding, and burning.
5. Wear sturdy, suitable hard-soled **work shoes** in good condition. Sneakers and lightweight shoes are not acceptable.
6. Wear proper **hearing protection**, earplugs or earmuffs when exposed to excessive noise levels. Rule of thumb is if another employee has to shout to you to communicate, you should be wearing hearing protection.

7. Wear the proper **respirator** when exposed to respiratory hazards.

8. Wear **chaps** to protect legs when using chain saws.

9. Wear steel foot guards when using jackhammers and tampers.

### 3.2.5 Concrete Work

1. Employees shall wear safety glasses with side shields when working in and pouring wet concrete.

2. Due to the alkaline nature of concrete employees should protect their skin from potential concrete burns; this may include long sleeve shirts and work gloves. When working in wet concrete employees shall wear protective work boots (yellow boots).

3. Work activities generating concrete dust require employees to wear the proper respiratory protection.

4. “Do not penetrate” a concrete slab that is of the post-tension type unless it has been authorized by your direct supervisor. Penetrating a slab may be by drilling, core cutting, jack hammering, and chipping.

### 3.2.6 Confined Space

1. A confined space is defined as one of the following: an area that has limited access and egress, it is not intended for continuous employee occupancy, or has a potential for a hazardous atmosphere. Examples of confined spaces are manholes, underpinning pits, steam tunnels, and silos.

2. Confined space work must be under the supervision of a competent person.

3. Prior to any employee entering into a confined space, he/she must check with their immediate supervisor for pertinent confined space safety procedures. This may include, rescue devices, air blower, air monitoring equipment, first-aid/CPR training, a confined space permit to be filled out, and a full-time employee designated as a “watch”.

4. Follow Corporate Safety and Health Manual for specific procedures pertaining to confined spaces.

5. Consideration must be given to the following hazards prior to entering into a confined space:

   A. **Physical hazards**- temperature extremes, electrical shock, steam lines, pressure lines, and other hazards of the sort.

   B. **Health hazards**- carbon monoxide, methane gas, hydrogen sulfide, oxygen enriched atmosphere, and oxygen deficient atmosphere.
6. Check with supervisor as to what type of equipment is allowed in a confined space. For example, some confined spaces may facilitate the use of intrinsically safe equipment (spark-containing).

3.2.7 Cranes

1. Prior to booming up on the project, proof of each crane's annual inspection shall be verified. The annual crane inspection is in accordance with OSHA 1926.550 and ANSI B30.5. It may be stamped on the side of the crane or in the cab with the operator.

2. The operator shall inspect and test his equipment at the beginning of each shift and report any safety defects or problems.

3. A standard signal system shall be used for moving loads attached to the crane; only the designated signalman shall give signals. For reference see Hand Signal Charts.

4. Only qualified people shall give signals to the crane operator, check with supervisor for details.

5. Load charts shall be posted on all equipment and not exceeded.

6. Cranes shall be set on level stable ground.

7. All outriggers shall always be fully extended and on the ground. Cribbing shall be adequate to place under the outriggers.

8. The operator shall always know the weight of the load.

9. Cranes shall not operate within 10 feet of high voltage lines (50 kV or greater). Clearance distance increases with every kilovolt over 50, general rule is 0.4” for every 1 kilovolt. Also check with local power companies for proper clearance distances.

10. Riding on loads, hooks, or headache ball is not to be permitted.

11. Loads, booms, buckets, etc. if possible shall not be swung over the heads of employees.

12. While a load is suspended from a crane, the operator shall not leave his position at the controls.

13. Employees shall maintain an awareness of loads and stay clear of swinging loads.

14. Use tag lines to guide and control swinging loads.

15. Swing radius protection shall be utilized for all cranes. It is essential that employees stay clear of pinch point areas and respect the swing radius protection.

16. Modifications shall not be made to crane without written approval of the manufacturer.

<table>
<thead>
<tr>
<th>Causes of Mobile Crane Failures</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Failure to use outriggers</td>
</tr>
<tr>
<td>• Failure to fully extended</td>
</tr>
</tbody>
</table>

Causes of Mobile Crane Failures

- Failure to use outriggers
- Failure to fully extended
outtrigger beams.
- Failure to level the crane.
- Poor ground conditions.

CRANE SUSPENDED WORK PLATFORMS

1. Crane suspended work platforms may only be used if there is no other feasible means of doing the work. Requirements are numerous for suspended work platforms. Therefore it is essential to check with the safety department during the planning phase of your work operations.

3.2.8 Electrical Safety

1. All electrical tools and equipment must have a functional ground pin (3-prong) or be of the doubled insulated (2-prong) type.
2. All electrical cords shall be plugged into ground fault circuit interrupters (GFCI).
3. All extension cords must be of the heavy-duty type. Flat house-type cords are not permitted.
4. Tools and extension cord with the ground prong missing shall not be used.
5. Energized wiring in junction boxes, circuit breakers, etc. must be labeled and covered at all times.
6. Faceplates must be on receptacles in construction trailers.
7. All temporary outlets must be fixed and located in proper outlet boxes.
8. Know whether a circuit is energized before beginning work near any electrical wiring.
9. Don’t make electrical repairs, connections, or installations unless you are qualified to do so.
10. All extension cords must be checked before use. Remove damaged cords from service and report them to your supervisor.
11. Protect extension cords and wiring from damage from sharp corners, pinching and being run over.
12. Temporary light stringers must have the flexible extension cord type jacket. The black and white (two-wire) type stringers are illegal.
13. All temporary light stringers shall be hung to a height of 7 feet or higher using insulated wire.
14. Light bulbs on stringers must have cage guards.
15. Do not wear metal or conductive hard hats when working near electrical circuits.
16. Know the location of electrical circuits whether it be underground or in a concrete slab before beginning such work as drilling, jack hammering, or excavating to prevent accidental contact.
### 3.2.9 Excavations

1. All excavations must be under the supervision of a competent person.
2. The Written Excavation Safety Program should be reviewed whenever there is work performed in excavations greater than or equal to 5 feet in depth. *(See diagram: Summary of sloping, benching and shoring configurations).*
3. Prior to excavating, ensure the Miss Utility/PA 1-call system has been contacted, a ticket No. assigned, all utilities are verified, and all utilities clearly marked.

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Markings are as follows:

- Telecommunications- Orange
- Electrical – Red
- Water - Blue
- Sewer – Green
- Natural Gas - Yellow
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4. Private Utilities (i.e., college campus) may need verification from that owner.
5. Trenches five feet or deeper must be shored, sloped, or benched per the Excavation Safety Program.
6. Support systems for excavations greater than or equal to 20 feet in depth must be designed by a registered professional engineer.
7. Excavations must be barricaded to protect pedestrians and to warn vehicles.
8. Place materials or spoils removed from the excavation at least 2 feet or more back from the edge of excavation.
9. Each excavation must be inspected daily and after each rain, snow, freeze, etc. by the competent person. If evidence of cave-ins or slides is apparent, all work in the excavation must cease until necessary precautions have been taken to safeguard employees.
10. Safe access must be provided into all excavations by means of ladders or ramps.
11. Excavations greater than or equal to 4 feet in depth must have a ladder for access. Lateral travel distance to a ladder may not exceed 25 feet.
12. Ladders used for access must extend at least 3 feet above the top of the excavation.

#### Trench Boxes:

1. Trench boxes must be seated to within 2 feet of the bottom of the excavation.
2. Tops of trench boxes must be 18” above the top of soil. This will prevent material from falling onto employees in the excavation.
3. All cross members, pins, and screw pins, shall be in place.
4. Engineering data shall be maintained by the project supervisor.
5. Inspect boxes daily to ensure all components are in place as well as check for defects or deformalities.

6. While working inside of a trench box in an excavation, under no circumstances is an employee allowed to step outside of the box.

**Sloping:**

<table>
<thead>
<tr>
<th>Soil or Rock Type</th>
<th>Maximum Allowable Slopes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stable Rock</td>
<td>Vertical (90 degrees)</td>
</tr>
<tr>
<td>Type A</td>
<td>3/4: 1 (53 degrees)</td>
</tr>
<tr>
<td>Type B</td>
<td>1 : 1 (45 degrees)</td>
</tr>
<tr>
<td>Type C</td>
<td>1-1/2 : 1 (34 degrees)</td>
</tr>
</tbody>
</table>

**3.2.10 Fall Protection**

1. Anytime an employee has a fall exposure of greater than or equal to 6 feet he/she shall be protected. This means an employee falling from an elevation or material falling from an elevation onto an employee, greater than or equal to 6 feet.

2. The following systems shall be used to protect employees from fall exposures greater than or equal to 6 feet: Guardrail, guard wire, toe boards, floor hole covers, personal fall arrest systems, and handrails.

3. Guardrail system specifications:
   - Top Rail at 42” + 3”.
   - Mid Rail at 21” + 3”.
   - Top rail made of 2” x 4”s at minimum.
   - Mid rail made of 1” x 4”s at minimum.
   - Top rail able to hold 200 lbs. of force in any direction.
   - Mid rail able to hold 150 lbs. of force in any direction.
   - Vertical post that guardrails are attached to should be 8 feet on center.

4. Guard wires - Same as guardrails, except that 2 Crosby clips shall be used at wire rope ends and turn buckles used to keep wire rope tight. Remember, do not “saddle a dead horse”.
5. Toe boards shall be a minimum of 4” in height and able to withstand a force of 50 pounds.
6. Floor hole covers shall be able to hold 2 times the intended load (i.e., biggest person on the job), secured, and clearly marked as hole or cover.
7. Personal Fall Arrest Systems (Harness, retractable lanyard, lifeline, wall hook, rope grab, etc…):
   - Check with foreman when using engineered systems.
   - Anchor points you tie-off to shall be capable of holding 5,000 lbs.
   - Personal fall arrest equipment shall be inspected prior to each use by the employee.
   - Employees shall use a personal fall arrest system 100% of the time when exposed to a fall greater than or equal to 6 feet in height if other fall protection systems are not in place.
   - If horizontal and vertical lifelines are used they must be inspected by a qualified person.
8. Handrails on stairs include a top and mid rail that must be installed anytime there is 4 or more steps or a vertical rise of 30”.

3.2.11 Fire Prevention and Protection

1. Fire extinguishers are the primary means of fire fighting equipment on a construction site.
2. Learn the classifications of fires:
   - **Class A**: Ordinary combustible, such as wood or paper. Wetting and cooling is the method of extinguishing the fire.
   - **Class B**: Flammable petroleum products and flammable liquids. Dry chemicals are the method of extinguishing the fire.
   - **Class C**: Fires in or near energized electrical equipment. CO2 or dry chemical is the method of extinguishing the fire. **DO NOT USE WATER.**
   - **Class D**: Fires in combustible metals. A special dry chemical is used to extinguish the fire.
3. ABC-multipurpose fire extinguishers are best suited for construction sites.
4. Fire extinguishers must be in close proximity to torch cutting or welding operations.
5. A fire watch must be in place where hot work is taking place with a potential for other structures or material to catch on fire. The fire watch must remain in place for 30 minutes after hot work has ceased.
6. All bulk fuel storage tanks on the project must have an ABC-multipurpose fire extinguisher in close proximity.
7. Return extinguishers to your foreman for servicing promptly after use.
8. Keep the work area neat. An orderly jobsite reduces fire and accident hazards.
9. Check the labels of flammable and combustible liquids for proper handling procedures.
10. Portable power equipment must not be refueled while running or when hot.
11. 55-gallon storage tanks of flammable or combustible liquids must have spring loaded shut off valves.

3.2.12 Fuel Containers

1. All bulk fuel storage tanks on the project must have an ABC-multipurpose fire extinguisher in close proximity.
2. Return extinguishers to your foreman for servicing promptly after use.
3. Keep the work area neat. An orderly jobsite reduces fire and accident hazards.
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5. Portable power equipment must not be refueled while running or when hot.
6. 55-gallon storage tanks of flammable or combustible liquids must have spring loaded shut off valves.

3.2.13 House Keeping

1. Housekeeping is the foundation of a good safety program.
2. Keep your work area clean. A clean work area is a safe area.
3. Remove or bend over all protruding nails, staples, or screws that present a hazard to employees.
4. Dispose of or clean up spilled material, scrap, and other tripping hazards out of walkways, stairs, and away from emergency equipment.
5. Cover all exposed re-bar ends that pose an impalement hazard with appropriate protection, such as re-bar caps, lumber in combination with yellow caps, and wooden troughs.

3.2.14 Ladders

General Information

1. Ladders must be inspected by a qualified person before being put into service.
2. Employees shall visually inspect ladders before use.
3. Never use painted ladders because defects may not show through.
4. If it is necessary to place a ladder in proximity to a doorway, barricade the door and post warning signs.
5. **3-point rule.** While ascending or descending a ladder, hold at minimum with 1-hand at all times and both feet on rungs. Always maintain 3 points of contact.
6. Use a rope line if necessary to raise or lower materials. This will enable you to maintain 3 points of contact.
7. Always face the ladder.
8. Only one person on a ladder at a time.
9. Metal ladders are never to be used near or around electrical wiring or lines.

**Straight and extension ladders**

1. **4 to 1 Rule.** Place the base of the ladder 1 foot out for every 4 foot of vertical rise, approximately 75 degrees.
2. Ladders must be adequately tied off or secured when in place for an extended time.
3. The top of a ladder shall extend 3 feet above the work surface that you are accessing.
4. Once extension section has been raised to desired height, the safety dogs or latches must be engaged and the extension rope secured to a rung on the base section of the ladder before use.
5. Extension ladder sections are not to be used separately.
6. Full Body Harness must be worn and ladder tied off when job requires use of both hands.

**Job Built Ladders**

1. Double cleat ladders shall not exceed 24 feet in length.
2. Single cleat ladders shall not exceed 30 feet in length.
3. It is recommended that 2x6 lumber be used for cleats on all job made ladders.
4. Double headed nails are not permitted for building job ladders.
5. See diagrams for specifications on construction of single cleat and double cleat ladders.

**Stepladders**

1. Stepladders must be set level on all four feet, with spreaders locked.
2. Do not lean stepladders against walls or other surfaces for use.
3. Always face a stepladder.
4. Never stand on the top two steps of a stepladder.
5. Never sit on the top of a stepladder
6. When working in proximity to an exposed edge or fall exposure area always place the stepladder between you and the fall hazard.
7. Remember that when you are working next to fall protection systems such as guardrails on a stepladder, tie-off is required because you are not getting adequate height protection from the guardrails.

**3.2.15 Lifts Articulating and Scissors**

1. Employees shall be trained and educated on scissor lifts and articulating boom lifts prior to use.
2. Employees shall be tied-off 100% of the time to the lift while operating an articulating boom lift.
3. Prior to using lift it is essential to survey your work area. Look for things that could impact your lift, such as voids or holes in the floor or ground surface which will create instability.
4. Employees must work off of the platform, climbing on the lift and standing on the guardrails is not permissible.

### 3.2.16 Lockout/Tagout

The purpose of a lockout/tagout procedure is to prevent the unexpected or unwanted activation of equipment or processes during scheduled maintenance work or working in proximity to an active system.

A good example of when a lockout/tagout procedure needs to be in place is when an employee is making wiring repairs on an electrical outlet. The procedure would enable us to physically lock down the electrical system with a “master lock” so another employee could not walk by and turn the power on.

Some general requirements are as follows:

1. All hazardous energy sources with electrical, chemical, thermal, pneumatic, hydraulic, and mechanical potential must be locked or secured prior to performing activities.
2. Individual employee locks must be used to secure energy-isolating devices.
3. Only the individual employee applying the lock may remove the lock.
4. Energy control must be verified before working on equipment or processes. An attempt to start the equipment or the use of measurement instruments are examples of verification.
5. All lockout devices are to be removed promptly after work has been completed.

### 3.2.17 Rigging Equipment

1. Use a shackle to hold two or more eyes of a choker on a hook.
2. Make sure that all lifting hooks have spring loaded safety latches
3. Do not spray paint forged rigging equipment other than what the manufacturer has already done. You can not visually see cracks or deformalities.
4. Sorting hooks (pelican hooks) may only be used to sort material, not to lift loads for work purposes.
5. Rigging equipment shall be used only for that which it is designed for
6. Inspect all hooks, shackles, chains, wire rope, and beam clamps before use. If anything is defective, take it out of service immediately.
7. All chain slings used for lifting shall have their rated load capacity tags located at the top near the master link.
8. To inspect chain slings, the employee shall do a visual link-by-link inspection for cracks, deformalities, and uneven wear and tear.
9. Do not use fiber rope, slings, or chokers, (manila or synthetics) in or near operations involving corrosive substances.
10. Synthetic web straps shall be taken out of service anytime there is 1 or more red strands showing. The phrase is “when you see red, you are dead!”
11. Inspect every rope before each use for excessive broken fibers, wear, and deteriorated strands, and take it out of service if defective.
12. When picking up bundles with “sliding eye” chokers ensure that the sliding eye is not seated tight. This means that the bundle of material must be large enough to prevent this.
13. Remember that sling angle to load shall never be less than 30 degrees.
14. Do not use wire rope to hoist equipment after such a rope has been expose to fire or extreme heat or burned by contact with electricity, or when inspection shows damaged strands, corrosion, or more than 10 percent of the wires broken in one lay.
15. Store rigging equipment properly. Do not let equipment lay in water or mud which will expedite rust.

3.2.18 Scaffolds

General
1. All scaffolding work shall be under the supervision of a competent person.
2. All scaffolds shall be checked and inspected daily.
3. Scaffolding shall have base plates, screw jacks, and mud sills in place.
4. X-braces shall be in place where applicable.
5. All walking working levels shall be completely planked from front to back.
6. Scaffold boards shall extend at least 6” over horizontal bracing and no more than 18”.
7. Scaffolds shall have toe boards at heights greater than or equal to 10 feet.
8. Guardrails shall be in place at heights greater than or equal to 10 feet. This includes top and mid-rail. X-braces will suffice for the top or the mid-rail.
9. Ladder shall be used to access scaffolding. It is not permissible to climb the x-braces.
10. Multi-tier scaffolding shall be pinned together at connection points.

Rolling Scaffold
1. Rolling scaffolds should only be used on level surfaces.
2. The height of rolling scaffolds must not exceed four times the minimum base dimension.
3. All casters must be pinned or wired.
4. Scaffolds shall be carefully braced by cross bracing or diagonal bracing.
5. No one shall ride on a rolling scaffold when it is being moved. All tools or materials shall be removed or secured before moving.
6. When stationary all 4 wheel casters shall be locked.

### 3.2.19 Tools and Equipment

1. Every tool was designed to do a certain job; use it only for the intended purpose.
2. Don’t force tools beyond their capacity or use “cheaters” to increase their capacity.
3. All portable electric tools must be grounded (except U.L. approved double-insulated tools).
4. All damaged cords, plugs, or switches must be immediately taken out of service and returned to the shop for repair.
5. Ensure that all guards are functional or in place. For example, cup guards on grinders, circular saw guards, and retractable guards on table saws.
6. All pneumatic hose connections must be fastened securely with wire or pins.
7. OSHA Shut-valves (octagon barrels) must be in place on all air compressors prior to the initial hose connection.
8. Ensure that all side handles are in place on hammer drills. Utilizing the side handle will increase leverage in the event that the bit gets stuck.
9. Only employees who possess valid credentials are permitted to use powder-actuated tools. The manufacturer’s representative will conduct training classes on the job site.

### 3.2.20 Welding and Burning

**General Information**

1. Proper personal protective equipment must be used when exposed to welding or burning hazards, such as eye protection and respiratory protection. To prevent burns, proper clothing must also be used which may include flame retardant clothing.
2. When burning or welding coated (galvanized) surfaces, ensure that proper respiratory protection is in place for metal fumes.
3. Before starting to burn or weld, you shall inspect your work area to ensure that sparks or slag will not fall on flammable or combustible materials.
4. Be sure that suitable fire extinguishing equipment is available within 30 feet from your work area.
5. When the gauges and regulators are removed from the cylinders, the protective cylinder caps are to be put back on.

**Burning**

1. Make sure that regulators and gauges are in good condition.
2. Before connecting regulators to cylinders, carefully open the cylinders valve a crack to blow out any foreign particles and then close immediately.
3. After the regulator is connected, stand to one side of the gauge while the cylinder valve is opened.
4. **Do not** exceed 15PSI of acetylene.
5. When lighting a torch, use an approved spark lighter.
6. Keep the tip of the torch clean.
7. Do not use oxygen to clean your clothing.
8. Flashback arresters must be installed on oxygen and acetylene torches either at the torch head or at the regulators.
9. Place cylinders and hoses where they are not exposed to spark or slag from a burning operation.
10. Use a No. 4 or No. 5 shaded lens to protect your eyes.

**Welding**

1. All work must have a separate and adequate ground.
2. **Do not** leave a rod in the electrode holder when you lay it down.
3. Do not make repairs in the last 10 feet of the leads.
4. All arcs should be shielded when working near other workers.
5. Wear an approved welding hood with a No. 10 filter or greater. Hardhat with welding hood ear attachments should be worn in hardhat areas.
6. Electric welding is prohibited from a metal ladder.

**Training/Toolbox Talks**

**Training**
- Training will consist of a new hire safety orientation.
- Supervisors at minimum will be trained in OSHA 10 hr. Construction.
- Additional training will be provided as required and necessary throughout the project.

**Toolbox Talks**
- All foremen on the job site will administer toolbox talks weekly.
- All Hourly employees are required to attend toolbox talks weekly.
- Toolbox talks are to be recorded and records sent to corporate office weekly.
5.0 Competent Persons

Competent Persons List

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6.0 Change to the Site Safety Plan

Major changes in the scope of work may require changes to the Site Safety Plan. When the normal scope of work is significantly altered or a new hazard introduced to your normal daily work activity, please contact the Safety Department and notify them of the changes.

7.0 Site Safety Plan Review

The site Safety Plan should be reviewed periodically or when deemed necessary throughout the entire project.

8.0 Records/Claims Reporting Procedures
8.1 Records shall be kept at the job trailer and Corporate Safety Office, Records shall be maintained and readily available for review.

8.2 Claims Reporting Procedures

Managers (Foreman to Senior Management) will be responsible for reporting to their immediate supervisor the following type of injuries in the specified time frame:

**FOREMAN** -(Immediately)
Responsible for reporting **ALL** work-related injuries to their Superintendent and the Safety Department.
NOTE: The foreman is also responsible for:
- **Transporting** injured to an approved medical facility
- **Investigating** the accident and determining the cause(s) and preventing measure(s)
- **Completing** the accident reports (supervisor/employee) and submitting within 24 hours
- **Discipline**

**SUPERINTENDENT** –(Immediately)
Responsible for reporting the following injuries to their Project Manager:
1. Lost time injuries (injuries involving lost time from work)
2. Restricted duty injuries (injuries involving work restrictions)
3. Injuries involving discipline
4. Injuries involving a post accident drug test
Note: The Superintendents are also responsible for:
- Discussing accidents and supporting prevention measures with the foremen
- Enforcing the discipline program

**PROJECT MANAGER** –(Immediately)
Responsible for reporting the following injuries to their Supervisor:
1. Lost time injuries (injuries involving lost time from work)
2. Restricted duty injuries (injuries involving work restrictions)
3. Injuries involving discipline
4. Injuries involving a post accident drug test
Note: The Project Managers are also responsible for:
- Monitoring accidents and supporting prevention measures
- Enforcing the discipline program
SENIOR MANAGEMENT
Responsible for contacting the president and Steering Committee

10.0 Safety Disciplinary Action

Occasionally, it becomes necessary for a Supervisor or Bruce & Merrilees to take disciplinary action against an employee. Discipline results when an employee's actions do not conform with generally accepted standards of good behavior...when an employee violates work rules...or when an employee's work performance is poor.
The severity of the disciplinary action depends on the nature and frequency of the offense. Discipline may range from informal discussion notification, to formal written notification, to temporary suspension from work, to immediate termination.
Nothing in this policy or in this handbook is intended to limit in any way Bruce & Merrilees right to terminate employees at any time, with or without cause and with or without advance notice.