



INSERT PROJECT NAME

# **SITE SPECIFIC SAFETY PLAN**

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## **SECTION 1 INTRODUCTION**

This plan is intended to be a project specific safety plan but in no way replaces any company policies; nor does it replace or alter any OSHA standards.

### **STATEMENT OF POLICY**

It is the policy of Hausmann Construction Inc. to provide a safe place to work for its employees and subcontractors. Each of you has the responsibility to plan, organize and perform your work in the safest manner possible, consistent with sound construction practices. You are to be constantly on the alert for unsafe acts and conditions and correct them immediately. You are to ensure, through indoctrination sessions, weekly toolbox meetings, and other special meetings that your employees have an individual awareness of their personal responsibility in creating and maintaining an accident-free working environment.

### **SAFETY PROGRAM OBJECTIVE**

The objective of the safety program is to prevent work place injuries. Our company has proven that safety reduced insurance cost and in increased productivity achieved from working in a manner that allows for workers piece of mind. Our goal is to have everyone feel they can productively complete a day's work without undue exposure to injury.

More often than not, the tendency is to treat it as a subject that gets addressed once a week at the toolbox meeting. This cannot be allowed to happen if we are to be successful. Safety is a full-time commitment and has to be the first thing we consider when planning and performing our work.

### **JOB GOALS**

#### **For Hausmann Construction Inc. and its Subcontractors**

1. Utilize the experience of all employees when planning work operations.
2. Monitor for unsafe acts and conditions.
3. Immediately stop any unsafe act by anyone and take action to amend the situation.
4. Identify unsafe conditions and resolve them.
5. No injuries on the project
6. Avoid work stoppages by planning and working safe at all the time. Prime and Subcontractors alike cannot achieve this goal unless we all commit to it. If you are not willing to commit, neither Hausmann Construction Inc. nor the Project Owner wants you on this Project.

## SECTION 2 RESPONSIBILITIES

### **RESPONSIBILITY OF PROJECT MANAGER – INSERT NAME**

The Project Manager(s) will assist the Job Superintendent in carrying out a thorough Safety Program. The Project Manager(s) must recognize unsafe conditions and see that they are corrected. They are also to enforce the “zero tolerance” safety policy.

### **RESPONSIBILITY OF JOB SUPERINTENDENT – INSERT NAME**

The Job Superintendent is responsible for the project’s safety program and procedures and the assurance that they are followed.

To achieve our objective the Superintendent(s) must:

1. Consider the safety factor in planning our operations. Ensure that a job hazard analysis is completed.
2. Make sure to talk to each new hire, explaining our safety policies and hazards of his particular work - make him feel like part of the team.
3. Make sure that the job is adequately supplied with personal protective equipment such as hard hats, safety glasses, harnesses, vests, etc. and needs to ensure that any special equipment is on-site well ahead of time if needed.
4. Ensure that toolbox safety meetings are being held each week and all employees participate
5. Require that housekeeping be kept up on the jobsite.
6. Set and lead by example.
7. Ensure that adequate sanitation facilities and drinking water are provided for the employees.
8. Correct any unsafe acts or conditions immediately.
9. Coordinating and/or performing daily safety inspections.
10. Responsible for ensuring all Hausmann construction and subcontractor employees attend safety orientations.

### **RESPONSIBILITY OF SAFETY DEPARTMENT – INSERT NAME**

The safety department shall support the project safety effort by:

1. Providing assistance to the job superintendent, project managers, and supervisors in meeting their safety responsibilities.
2. Identify project safety training and assist managers, supervisors and foremen in identify other training needs.
3. Correcting unsafe acts and conditions he/she observes, if necessary stopping and/or suspending work until appropriate corrective actions are taken.
4. Performing random safety inspections.
5. Assist project team with accident investigations.
6. Providing toolbox topic materials
7. Assisting injured employees by helping them to receive prompt care and treatment.
8. Training
9. Assist Hausmann and subcontractor employee’s to comply with job safety regulations.

**RESPONSIBILITY OF FOREMAN – IN THE EVENT A FOREMAN IS NOT ON-SITE THE SUPERINTENDENT & PROJECT MANAGER WILL TAKE OVER RESPONSIBILITIES.**

The foreman is to implement the safety program and procedures.

1. Lead by example.
2. Indoctrinate employees as to our company policies and specific hazards involved with the work of the crew. Make employee feel like part of the team.
3. Show employees where first-aid equipment, fire extinguishers, sanitary facilities, drinking water, tool shacks, and hazard communication information are located.
4. Ensure that employees are adequately trained to perform the work safely.
5. Complete job hazard analysis for the day's operation(s).
6. Hold tool box meetings weekly with your crews.
7. Plan your work ahead of time and make sure all required protective equipment and tools are on hand.
8. Stop crew to correct hazards or unsafe acts immediately.
9. Complete accident reports on proper forms immediately.
10. Do not allow shortcuts by crewmembers, there is always time to do the job safely.

**HAUSMANN CONSTRUCTION INC. SUPERVISORY STAFF**

Hausmann Construction Inc.'s supervisory staff is to enforce the safety policies and programs. Any of Hausmann Construction Inc.'s supervisory team has the right and authority to stop work to correct unsafe behaviors and conditions.

**SUBCONTRACTORS**

All subcontractors must establish and be fully responsible for their own safety program.

All subcontractors are to enforce the project safety plan in addition to their company's safety program. Each subcontractor is also responsible for ensuring that their employees are following the subcontractors safety responsibilities that are part of their contractual agreement with Hausmann Construction Inc. Hausmann Construction Inc. does not assume any responsibility for subcontractor's safety programs.

All subcontractors will use the hazard analysis program. This is a new requirement for some subcontractors. Refer to the Hazard Analysis section of this plan for guidance. Additional help is available through the project superintendent, project manager, or safety director.

Subcontractors shall notify Hausmann Construction Inc. project superintendent and/or project manager of unsafe conditions and/or actions. Subcontractors shall also notify Hausmann Construction Inc.'s project superintendent and/or project manager of all accidents involving their personnel. Failure to report all incidents can result in disciplinary action.

## **SECTION 3 ORIENTATION AND TRAINING PROGRAM**

### **JOBSITE SAFETY ORIENTATION:**

The goal of the “Jobsite Safety Orientation Program” is to provide a consistent, standard method of explaining established safety rules and regulations to new site employees. This program should effectively shorten the learning curve of all employees, whether they are new to the site or the company. The key word is “shorten”. Orientation is by no means intended to be complete safety training. An employee’s main safety training will come from what they are taught and what they will see in the field... We must set the example and abide by all applicable safety rules and regulations. A good safety program is something we can all live with. Safety orientation will be on Wednesdays each week. Exceptions will be made if a large crew shows up on site then orientation maybe given that day.

### **STARTING THE NEW EMPLOYEE ON SITE: *THIS APPLIES TO ALL HAUSMANN CONSTRUCTION INC. EMPLOYEES.***

Superintendent or designee will assist employee(s) in filling out the necessary paperwork following or before orientation. The key items of the orientation are ensuring the employee(s) understand the safety expectations and project requirements.

### **RETURNING EMPLOYEES:**

If an employee has not been on site for a period of six months or greater, they will have to go through the jobsite safety indoctrination program again.

### **ORIENTATION DOCUMENTATION**

When the new employee completes the project orientation they will receive an “Orientation” sticker to be worn on their hardhat.

### **SUBCONTRACTOR ORIENTATION**

All subcontractor onsite craft employees, foreman, superintendents and project managers will undergo project orientation training to explain the project rules and regulations. Hausmann Construction Inc. project superintendent or designee shall provide this initial introduction to the jobsite orientation program. This orientation may take place during the pre-construction meeting or prior to the start of work depending on the scope of the work and the discretion of the Hausmann Construction Inc. management team. During orientation, the subcontractor superintendent or onsite supervisor will receive a copy of the Project Safety Plan and will be required to review this plan with all their employees. The project manager/superintendent will also review this plan with all supervisory personnel as plan is updated and make sure subcontractors are aware of any changes that have occurred.

Subcontractors supervisory personnel will ensure that all employees or sub-subcontractors they bring onsite receive proper indoctrination. The project superintendent or designee will conduct this orientation.

## **SECTION 4 INFORMATION AND BULLETIN BOARDS**

A bulletin board will be provided where safety material and other information will be displayed. The bulletin board will be placed in or near the Field Office where all employees can see it. Additional information will be posted at other strategic locations on the job.

Items to be included are:

- State/federal required posters
- Emergency phone numbers
- Safety posters as desired - use also in dry shacks, specific work areas
- Any OSHA citation

Safety posters and other important information will be posted in relevant areas of the project.

### **HAZARD COMMUNICATION PLAN**

You have the right to know about the “Hazardous Substances” you are working with and you will be trained accordingly. MSDS/SDS, along with a copy of laws and company programs to protect your rights, are available in the Project Office Trailer.

MSDS/SDS sheet for all chemicals on the jobsite (Subcontractors are required to submit their MSDS/SDS sheets/inventory list prior to starting their operation and updating the book/list as necessary to ensure it is accurate) will be available at project office trailer. Hazard communication programs for everyone working on this project is available in the project office for your review.

### **WRITTEN HAZARD COMMUNICATION PROGRAM**

The following written hazard communication program has been established for Hausmann Construction Inc. and subcontractors is located at the project office.

A. Container Labeling:

The project superintendent/manager will verify that all containers received for use on this Project will:

- Be clearly labeled as to the contents
- Note the appropriate warnings
- List the name and address of the manufacturer.
- If label becomes illegible, it will be replaced immediately.
- Secondary containers will be marked to indicate the actual contents.

B. Material Safety Data Sheets/SDS:

The project manager/superintendent will be responsible for monitoring the MSDS/SDS system. They will make sure that MSDS/SDS sheets/inventory list are obtained from subcontractors and maintain the book/list for HAUSMANN CONSTRUCTION INC.'s materials/chemicals on the jobsite. Also, any new or

significant health/safety information obtained will be passed on to affected employees. The following information will be obtained.

- MSDS/SDS for all hazardous chemicals/materials to which employees may be exposed will be kept in the project office trailer.
- MSDS/SDS will be requested when ordering materials.
- MSDS/SDS will be included in JHA as/if deemed appropriate by the author of the JHA
- MSDS/SDS will be available for review by all affected employees during each work shift. Copies will be available upon request.

C. Employment Training and Information:

The project superintendent or designee will be responsible for developing, implementing and monitoring the employee training information program. Before starting work, each new employee along with their normal safety indoctrination, will have covered with them:

- Chemicals and their hazards in their work area.
- How to lessen or prevent exposure to these hazardous chemicals.
- What Hausmann Construction Inc. has done to lessen or prevent worker's exposure to these chemicals.
- PPE requirements for use of the chemical/ material as recommend by the MSDS/SDS sheets.
- Procedures to follow if they are exposed to these chemicals.

This information will be discussed when going over the job hazard analysis for tasks involving hazardous materials. The employees involved in the tasks will be required to sign the job hazard analysis.

Periodic safety meetings will be held and hazardous materials used on the job will be discussed. Attendance for the meeting is mandatory.

D. List of Hazardous Chemicals:

MSDS/SDS sheet for hazardous chemicals/materials used on the project will be available at the project office. The binder will be clearly identified as “**Insert Project Name**” MSDS/SDS”

E. Hazardous Non-Routine Tasks (if any):

If employees are put into such a situation, prior to starting such work, each effected employee will be given information by their supervisor, about hazardous chemicals which they will encounter.



This information will include:

- Specific chemical hazards.
- Protective/safety measures the employee can take.
- Measures the company has taken to lessen the hazard.
- Actions to take if they are exposed to a hazardous product.
- Information disseminated will come from the product's MSDS/SDS.

F. Informing Subcontractors:

It is the responsibility of the superintendent to provide subcontractors with the following information:

- Job safety rules.
- Hazardous chemicals to which their employees may be exposed.
- Personal protective equipment will be made available for use by Subcontractor's employees working adjacent to operations.
- Procedures to follow if subcontractor's employees are ever exposed.
- Steps the company has taken to lessen risks.

## **SECTION 5 POLICIES**

### **JOB SAFETY REQUIREMENTS**

Prior to starting work at the (Insert Project Name). The following items are required to be on file: Previous training records prior to starting a project will be on file at the office. All training provided after the start of a project will be kept on file with the project superintendent or designee and sent to the Hausmann Construction Inc. Main office for their records.

#### **1. Copy of the company's Safety Policies and procedures.**

#### **2. Training documentation for employees using or performing the following:**

- a) Fork lifts- Specific to the Fork lift employee will be operating
- b) Cranes- Annual inspection and NCCCO operators card
- c) Qualified Riggers and Signaler Cards
- d) Aerial Lifts
- e) Powder Actuated Tools

#### **3. Chemicals inventory and Material Safety Data Sheets**

It is the responsibility of each company's onsite supervisor to ensure that a MSDS/SDS sheets/inventory list of all chemicals/materials are on file and updated when a new product is brought on to the job site. All MSDS/SDS that are for products no longer onsite will remain in the book for the duration and filed at the end of the project. Supervisors will also check labels daily to insure they are intact and legible, replacing all unserviceable labels. More detailed MSDS/SDS information is in Section 4 of this plan.

4. Companies may be required to have a properly trained and designated safety person. This person will report to the Project Superintendent. All companies need to furnish a point of contact for safety.

#### **5. Competent Person Requirements Per OSHA**

##### **DEFINITION**

A competent person is defined as "One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them".

All contractors are required to designate a competent person(s) and a backup for the following as they pertain to operation/scope work by filling out a competent person acknowledgment form for each person(s) they deem competent in the areas listed below

and provide backup documentation to Hausmann Construction Inc. site supervision prior to the start of their operations.

**AREA OF COMPETENCY**

- a. Fall Protection
- b. Scaffolding
- c. Cranes / Rigging
- d. Ladders
- e. Tilt Panel Operation
- f. Electrical
- g. Confined Space Entry
- h. Trenching / Excavating
- i. Steel Erection
- j. Respirator Protection
- k. Demolition
- l. Welding / Torch Cutting
- m. Crystalline Silica Dust

#### **DRESS AND APPEARANCE**

- a. All personnel are required to be appropriately dressed for work on the job site. This includes long pants with shirt. (no inappropriate writing on the shirt) HAUSMANN CONSTRUCTION INC. will be the deciding factor on appropriateness of attire.
- b. Hard hats will be worn at all times. The hard hat will have the company name. Decals worn on the hard hats will be in good taste.
- c. Footwear will be of leather construction and have substantial soles that provide protection from nail punctures. No tennis shoes
- d. All personnel shall wear ANSI Z87.1 eye protection at all times.
- e. High visibility vests or shirts/sweatshirts must be worn at all times. Class 2 High visibility clothing maybe required depending conditions or task being performed.

#### **SAFETY ATTITUDE**

Disrespectful or rude behavior will not be tolerated. Safety awareness and cooperation is paramount in maintaining a work environment that is free of unsafe conditions or acts. Safety must be put above everything and considered at all times.

#### **DISCRIMINATION**

Hausmann Construction Inc. is a no harassment policy. There is a zero tolerance level for discrimination in any form. Those who engage in sexual, racial, ethnic, age, religious or other types of discrimination will not be tolerated. These acts are grounds for immediate dismissal.

#### **HOUSEKEEPING**

Every company is responsible for keeping its work area free of debris. Clean-up will be done on a daily basis. If necessary, Hausmann Construction Inc. will clean up any debris or organized material found and back charge the company responsible for the debris. All extension cords will be suspended at a minimum of 7 ft. or routed to avoid creating tripping hazards and housekeeping problems in major route of access and egress. Cords should be picked up daily, or when not being used. Tools will be put away at shift's end. Gang boxes and/or tool rooms will be used to store and secure tools. Tools should be kept secure at all times and should not be left unattended.

#### **OSHA VISITATIONS**

The entire project should be ready for an OSHA inspection at all times. OSHA will **never** be denied access or required to obtain a warrant. When OSHA arrives on site, the construction manager or superintendent will grant them access. Hausmann Construction Inc. supervision will contact each company on site, and tell them when and where formal briefings will occur. Each company will send a supervisory representative.

#### **DELIVERIES OF MATERIAL TO THE JOBSITE**

It is each company's responsibility to ensure truck drivers are not wandering the jobsite without proper PPE. Drivers without proper PPE including, hard hat, safety glasses, safety vest, clothing and work boots, will be asked to remain in the cab or leave the site.

#### **SANITATION**

Hausmann Construction Inc. will be responsible for furnishing sanitary facilities units for the Jobsite.

## **DRINKING WATER**

Hausmann Construction Inc. shall provide drinking water, jugs, cups and ice for their employees only. Subcontractor Companies will be required to provide drinking water jug(s), disposable cups, ice, and a trash can in their work areas for their employees.

## **JOB SAFETY POLICIES**

### **Fire Extinguishers**

Hausmann Construction Inc. will furnish the basic fire extinguishers required to meet OSHA requirements. Hausmann Construction Inc. will not furnish extinguishers for subcontractor cutting and burning operations, welding or other operations that are prone to starting fires. Subcontractors will need to furnish and maintain fire extinguishers for these operations. Extinguishers are required to be no further than 25ft from cutting and burning operations.

### **Extension Cords**

Prior to daily use, cords will be checked to ensure they are in good working order. Cords not in good condition must be removed from service and repaired or destroyed. All cords found with bad sheathing or missing ground pins will be confiscated and destroyed. All extension cords must be 14 gauge heavy duty or greater. OSHA, National Electric and ANSI Standards, cord sheathes will indicate the number of conductors, the wire gauge, and suitability rating. Cords authorized on this project must have suitability rating of SJ, SJO, SJT, SJTO, S, ST or STO. All damaged cords found in service will be disposed of by Hausmann Construction Inc. Construction.

Cords will be rolled up at the end of each shift if not suspended overhead. Cords that are in use to charge equipment or operate lights are expected to be left out, but still have be inspected each day. These cords will be routed or suspended whenever possible to eliminate damage and tripping or housekeeping problems.

### **Ground Fault Circuit Interrupters and Assured Grounding**

All temporary power used on construction sites must have ground fault protection. On permanent house power, a GFCI adapter or assured ground tested equipment must be used. The Hausmann Construction Inc. superintendent can tell you which power is to be used on the project.

### **Powder Actuated Tools**

A current certification card must be in the possession of the operator. All live strips and single shots must be disposed of properly. Expended rounds will be disposed of in trash containers and will never be left on the ground or the floor. Loaded tools are not to be left unattended at any time.

### Cutting/ Sawing

All cutting and sawing operations require safety glasses and face shield for all employee(s) except when cutting wood. The following are additional precautions required while cutting certain material:

1. **Metal** – Place a shield behind the saw to contain sparks.
2. **Tile** - precautions will be taken to minimize water on the floor.
3. **Stone/Brick/Concrete** –Water on floors will be cleaned up immediately.
4. **Oxyacetylene Cutting** – Operator must demonstrate competence in the set up and use of torches. Flashback arrestors will be installed at the torch head or regulators unless approved by HAUSMANN CONSTRUCTION INC. Supervision. Gas bottles will be stored per OSHA requirements.

### Fire Prevention

All debris will be removed from the site daily. Any operation that creates sparks will have a fire extinguisher in the area. Fire watches are required when sparks can create a fire in remote location. Report any fires to the HAUSMANN CONSTRUCTION INC. job superintendent immediately. Fire extinguishers must be present at all cutting and welding operations. If sparks can travel outside the vision of the person cutting, a fire watch must be posted. All operations requiring a fire watch should be stopped at least 30 minutes before breaks and end of shift. More detailed fire prevention information is in section 10 of this plan.

### Material Handling

1. **Petroleum Products** - All fuel will be stored in and dispensed from metal containers with built in flame and spark arrests. No plastic containers are permitted on site. All cans will be labeled to show the contents. Secondary containers will also be labeled to show contents. All fuel storage onsite will be in accordance with OSHA and ANSI storage requirements.
2. **Compressed Gas Cylinders** - All cylinders will be marked with the controlling company name. Cylinders will be removed from the carts nightly and placed in appropriate storage location. Cylinders must be secured at all times. Exception: If gas will be drawn from the cylinders at least once in a 24-hour period or if cart has a 5ft high 30 min fire rate plate the bottles may remain on the cart.
3. **Storage of Flammable Material** – All flammable liquid fuels will be stored in approved lockers. Quantities less than 25 gallons may be stored outside of approved storage lockers if done in accordance with OSHA 1926.152 standards and with the approval of the job superintendent. HAUSMANN CONSTRUCTION INC. reserves the right to designate where such fuels may be stored and to set limits on quantity.
4. **Disposal of Hazardous Material**- No hazardous material will be thrown in any dumpster on site. Hazardous material must be taken off site and disposed of properly in accordance with all regulatory laws. All subcontractors are responsible for the removal of their own hazardous materials and required to report the material to HAUSMANN CONSTRUCTION INC. management.
5. **General Material Storage** - Material must be store on pallets or dunnage for safe access with lifting device. Use racks for materials such as copper pipe and electrical conduit.

### Hearing Conservation

HAUSMANN CONSTRUCTION INC. will provide appropriate hearing protection for all HAUSMANN CONSTRUCTION INC. employees and visitors. Subcontractors must provide appropriate hearing protection for all their employees.

### **Working Overhead**

1. Precautions must be taken when working overhead to insure employee exposure is minimal and that all reasonable precautions are taken to preclude injury from falling objects. Some operations require special procedures to be followed, some of which are listed below.

2. **Aerial lifts** – Depending on the operation, the area under the boom and around the machine will be cordoned off using danger tape. If rebar is used for posts then rebar caps must be installed on the posts. If working around door areas, signs must be posted so that personnel are aware of the danger. Doors may be blocked with approval of the job superintendent, but must be reopened as soon as possible. Canopies over doors are the preferred HAUSMANN CONSTRUCTION INC. method of protection. All personnel must be tied off while in boom type lifts. Scissor type lifts do not require tie off as long as employee's feet are on the platform.

3. **Roofs** - All roofing work must be done under an approved Fall Protection Plan. The plan will be submitted to the HAUSMANN CONSTRUCTION INC. supervision and reviewed before work commences. It must detail anchor points and type of fall protection to be used and a list of trained personnel. If you cannot use a conventional form of fall protection, the plan must fully explain why. Coordinate with the project superintendent to determine if the area below needs to be cordoned off.

4. **Scaffolding** - All scaffolding must meet OSHA and HAUSMANN CONSTRUCTION INC. requirements. Scaffolding in high traffic areas may need additional work in order to safeguard employees working in the area. Contact the job superintendent any time you erect scaffolding in such an area. They must have a scaffold tag and be inspected prior to use. Inspection must be documented.

5. **Concrete Pours** - During concrete pours over pre-cast or metal decking, NO work will be performed on the two floors below the pour.

**IN THE EVENT THOSE TWO TRADES ARE SCHEDULED IN AN AREA THAT WOULD REQUIRE THEM TO WORK OVER EACH OTHER, THE HAUSMANN CONSTRUCTION INC. PROJECT SUPERINTENDENT WILL DECIDE THE SEQUENCE OF OPERATION. AT NO TIME WILL UNPROTECTED PERSONNEL BE PERMITTED TO WORK UNDER OVERHEAD WORK.**

### **Barricades**

Barricades are used to protect personnel from entering a dangerous area. If any company needs to barricade off an area, coordinate the plan with the HAUSMANN CONSTRUCTION INC. Supervision. All barricaded areas will be placarded with signs. Barricades must be totally removed at the completion of the task.

## **Ladder Safety**

All ladders will be inspected for serviceability prior to use. Any ladder found unserviceable will be removed from service immediately. All defective ladders must be tagged and repaired or removed from the site as soon as possible. Job built ladders must be built to meet all OSHA /ANSI STANDARD requirements for construction. On this project, metal ladders will not be used unless there is a unique situation that cannot be handled without them. If a company has to use a metal ladder, Project superintendent must be informed explaining why they cannot use a wood or fiberglass ladder. The superintendent will have the final say.

### **a. Extension Ladders**

- Ladders used as access to a working level will be tied-off at the top and must extend at least 3' above the surface you are accessing.
- Proper angle, which is 4:1, will be maintained at all times. The base of the ladder must be on a level, clean surface, free of ice and snow.
- Carrying items up ladders is prohibited. Climb the ladder then pull up items using rope.
- Three point contact with the ladder will be maintained at all times
- Ladders cannot be altered from manufacture's specifications. Ladders must not be tied together to create a longer ladder

### **b. Folding Ladders**

- Folding ladders must be fully opened with spreaders locked.
- Folding ladders will not be used as extension ladders and will not be climbed in the closed position.
- Top two rungs will not be used as steps.
- No sitting on top of the ladder.
- All work must be done facing the ladder.
- Folding ladders will not be used when leaned against walls.
- Don't leave tools or materials on the top of the ladder

### **c. Job built ladders**

- Will conform to spacing requirements and construction outlined in the OSHA standard
- Pallets or buckets will not be used as ladders.
- Lumber used will be free of nails and splinters.
- All rules of extension ladder usage will be followed

## **Scaffolding**

HAUSMANN CONSTRUCTION INC. requires a complete guardrail system on all scaffolds when platform reaches 6ft or 100 % tie off required. Superintendent or designee deems the use of the handrail infeasible for an operation. A complete guardrail system consists of a top rail at 42 plus or minus 3 inches, a mid-rail at the height that is midway between the walking surface and top rail, and a toe-board. All working levels on scaffold 6' and higher will be fully decked. During erection, walkways used strictly for erection will be a minimum of two planks wide. Any deviation must be in writing and approved by HAUSMANN CONSTRUCTION INC. supervision. Any area where standard scaffolding cannot be used must have a scaffolding system engineered and stamped.



All scaffolding will be tagged in accordance with the HAUSMANN CONSTRUCTION INC. scaffolding policy. All unused scaffolding will be disassembled. Stilts and ladders cannot be used when working off scaffolding. Exceptions to this policy may be granted on wide area scaffolds. The project superintendent must be contacted prior to beginning this type operation.

### **Use of Stilts**

Floors in the area of personnel using stilts must be free of any obstruction and debris. It is the responsibility of the company using stilts to sweep the area. Coordinate with the HAUSMANN CONSTRUCTION INC. Site supervision to clear obstacles caused by other trades. Stilts are not authorized in stairwells and atrium areas, shaft, leading, etc. unless adequate protection is in place and approved by HAUSMANN CONSTRUCTION INC. superintendent.

### **Fall Protection**

All operations requiring use of fall protection requires a written fall prevention plan and rescue plan. The fall prevention and rescue plan must be reviewed by HAUSMANN CONSTRUCTION INC. supervision.

### **Loading of Equipment**

HAUSMANN CONSTRUCTION INC. equipment, if available, may be used with completed rental agreement or as deemed by contract with qualified operator. Scheduling must be coordinated with HAUSMANN CONSTRUCTION INC. supervision. Using company must provide a qualified crane signaler/rigger and radio prior to the use of the crane. Qualified rigger must make the operator aware of the weight of the item. Subcontractor will provide all necessary rigging. Operators may refuse any unsafe picks or situations. Safety glasses will be worn at all times by personnel operating equipment unless in a fully enclosed cab with windows closed. Hard hats will be wore if equipment being operated does not have roll over protection with protective roof.

HAUSMANN CONSTRUCTION INC. will not provide fuel for subcontractor's equipment.

### **Respiratory Protection**

It is each company's responsibility to ensure that their personnel are in compliance with the current OSHA standard for respiratory protection. Companies are responsible for maintaining onsite-training documents and health records and making sure that people are properly trained and equipment is being worn correctly. The responsible company will ensure the products being used will not affect other workers in the area.

### **Back Safety/Safe Lifting**

Lift with the legs not the back. Just under half of all construction injuries are back injuries. Get help or use mechanical lifting devices when needed. Listen to your back. If lifting an item causes discomfort, you need help.

### **Working Around Traffic and Heavy Equipment**

Always obtain eye contact with the operator before crossing the path of any equipment or entering any work zone. Never assume the operator sees you or knows what you are about to do. Do not park behind equipment. Stay back 200 feet. If 200 feet cannot be met due to limitations, maintain a safe distance and coordinate with the operator. High vis vest or

clothing will be worn during all activities. Class 2 reflective clothing maybe required if condition warrant or at superintendent's desecration

### **Vehicle Traffic Crossings**

Construction zone signage, flagmen and barricades, as needed, will protect slow moving equipment that must cross or work in busy streets.

### **Excavation, Trenching & Locating Underground Utilities**

All excavations/trenches 4ft or deeper will be properly supported prior to employees entering the trench. Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth. All utilities within the purposed dig area will be pot holed to verify location and depth before mechanical digging will be performed. Keep in mind more than one pot hole may be needed to verify utility locations if trench is over a long or wide area. Excavations must be inspected daily by a competent person and excavation permit must be filled out

### **Seat Belt Usage**

Seat belt use is mandatory in all equipment that has rollover protection. Employees must realize that seat belt usage is a condition of employment. This rule applies to everyone on site.

### **Crystalline Silica Dust**

In operations where respirable silica dust exposure is present, Hausmann Construction, Inc. will follow established engineering, administrative and personnel protection equipment requirements as indentified by OSHA's table 1 or alternative exposure controls if performing operations not identified by table 1 and reasonably expected to be above action level. See site specific dust control plan for additional information .All other companies with employees on Hausmann Construction, Inc. projects are solely responsible for ensuring that their personnel are in compliance with the current OSHA standards for crystalline silica dust.

### **Safety Accountability**

Unsafe acts, unsafe conditions and accidents are all avoidable. The party responsible for safety violations will be held accountable. Employee Accountability will be strictly enforced on this project.

*Since each case is unique, a set guideline for corrective action is difficult. A general guide will be as follows:*

**First Offense-** A Verbal Warning

**Second Offense-** Written Warning

**Third Offense-** Written Warning

**Forth Offense-** Written Warning and Termination

**Zero Tolerance Items-** Safety violations regarding Fall Protection, are Trench Safety, Live Electrical, & Struck By hazards potential for immediate removal from jobsite.

It is important that a thorough investigation takes place to insure that all parties are dealt with **fairly**. *(This is especially true concerning suspensions or terminations where the foreman or superintendent may be responsible.)*

**Hausmann Construction Inc. Subcontractor Accountability Program**

All site workers are subject to disciplinary action up to and including termination from the site. Subcontractor safety violations will be handled as stated below, with a few exceptions. When a safety violation results in a written warning the subcontractor employee's safety manager or project manager will be sent a copy of the written warning. Within 24 hours, the company will notify the Project Superintendent and the Project Manager of the actions the company will take to protect against a re-occurrence of the same violation or condition.

**First Offense-** A Verbal Warning

**Second Offense-** Written Warning

**Third Offense-** Written Warning & \$50 Fine

**Forth Offense-** Written Warning, \$100 Fine, and will be removed from the site.

**Zero Tolerance Items-** Safety violations regarding fall protection, trench safety, live electrical, and struck by hazard are potential for immediate removal from jobsite.

**DRUG AND ALCOHOL POLICY**

**Drugs of Abuse:**

Under the Drug-Free Workplace Act of 1988, the unlawful possession, use distribution, dispensation or manufacture of controlled substances in the workplace is prohibited.

Any employee who uses drugs on the job or works under the influence of drugs endangers themselves and other workers. This project will not tolerate drug use on the job.

Employees are required to notify project management of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Possession of drugs, no matter how small an amount, is a crime, punishable by time in prison. Any sale of drugs or possession of a significant quantity of drugs is a felony.

Any employee caught possessing or using drugs or coming to work under the influence of drugs, will be removed from the site.

**Alcohol:**

It is prohibited to bring alcohol onto the jobsite. Any employee caught possessing or using alcohol or coming to work under the influence of alcohol at or more than the state's legal limit will be removed from the site.

**Prescription Drugs:**

Use of Prescription Drugs while at work is allowable if they do not impair the employee's ability to function, and they are taken under the care of a medical doctor.

Precautions must be taken to insure that an employee is able to respond within normal limits during regular work activities.

It is HAUSMANN CONSTRUCTION INC.'s policy to perform random, just because, post-accident and pre-employment drug test at an independent laboratory. Per your contract your company must abide by HAUSMANN CONSTRUCTION INC.'s safety policy. If an employee is suspected of drug use on the job or working under the influence of drugs and/or alcohol, your company will be asked to have the individual tested. Refusal to cooperate will result in the employee being banned from the job.

**PLEASE FORWARD A COPY OF YOUR DRUG POLICY**

**Site Security**

Everyone must cooperate to eliminate property damage and to reduce exposure to theft. In addition to the security personnel who will patrol nights and weekends, all companies are responsible for securing all equipment and tools at the end of each shift. Anyone intentionally damaging or cutting holes in the perimeter fencing will be terminated from the project. Exposure shall be examined as the project continues and measures for greater security will be implemented as needed.

No materials or equipment will be removed from the site without the written permission of the project manager or job superintendent. This includes salvage materials. No personal trash will be brought to the job dumpsters. No storage of personal vehicles, materials or equipment is authorized.

**Cell Phone Use**

Cell phone usage while operating any tools or equipment is strictly prohibited.

**For Policies Not Covered or For Further Clarification or Details on Policies Included in this Plan, Please Refer to Hausmann Construction Inc. Safety Manual and OSHA 1926 Construction Manual**

## **SECTION 6 PLANNING**

### **PRE-ACTIVITY PLANNING:**

For our safety efforts to be successful, we must put an emphasis on planning our work, and hazard mitigation of our operations – both self-performed and subcontracted operations.

Prior to work beginning, a pre-activity meeting will be held to determine general planning and safety requirements. This meeting will discuss:

1. Owner, company, and regulatory requirements
2. Hazards and control measures for company employees, equipment and materials
  - a. Personal protective equipment
  - b. Equipment safety devices
  - c. Ventilation needs
  - b. Hazard Analysis completed
  - c. Lighting if night operations will occur
  - d. Fire prevention and equipment needs
  - e. Ladders, scaffolds or other needs for working a heights
  - f. Material storage and handling
  - g. First aid and medical requirements
  - h. Onsite traffic concerns, parking areas
  - i. Sanitary requirements
  - j. Excavation requirements
  - k. Fall protection requirement
  - l. Confined space work
  - m. Hot work permits- If required by owner
  - n. Temporary electrical needs
  - o. Company equipment policy
  - p. Crystalline Silica Dust
3. Hazards and controls involving members of the public and their property
  - a. Public traffic exposure- need for signs, flagmen, barricades etc.
  - b. Pedestrian exposure- Need for security fencing, temporary walkways etc.
  - c. Potential damage to property from operation such as pile driving, blasting, etc.
  - d. Utility exposures both underground and overhead
4. Hazards involving operations in close proximity
  - a. Procedure for insuring compliance with safety policy
  - b. Sequencing of work to avoid conflicts
  - c. Shared use of facilities (i.e. work access, scaffolding, equipment, etc.)

## **HAZARD ANALYSIS:**

Hazard recognition is the primary way to prevent accidents. Without recognizing hazards we would continually be in a reaction mode with our program. Our objective in doing this is to reduce accidents by preventing foreseeable accidents that result in personal injury and/or property damage. A hazard analysis is required for every self-performed and subcontractor operation prior to performing work.

### **Guide for Completion of a Hazard Analysis**

1. Conduct a pre-activity meeting to determine hazards and safety requirements.
2. The hazard analysis must be completed prior to start of the operation.
3. The superintendent or designee must review.
4. The work activities involved should be listed in sequential order. All activities for the entire operations should be included.
5. Include PPE required.
6. Understand and include all hazards with each operation and include the precautionary measures.
7. Consider outside forces and their effect, such as weather, general public, lighting, and other nearby operations.
8. Incorporate supplemental form as needed for the operations
9. Most effective job hazard analysis is a joint effort by those all those involved in the operation.

## **SECTION 7 INSPECTIONS**

With a good inspection program we can identify and correct hazardous situations before they result in an accident. Everyone has a responsibility to correct any unsafe situation they may find.

### **DAILY INSPECTION:**

1. The superintendent(s) or designee(s) will perform in depth inspections of various areas of the project on a daily basis and will correct unsafe conditions immediately if possible. If a condition is found that cannot be immediately corrected. It will be guarded until the hazard is corrected and safe.

## **SECTION 8 MEETINGS**

### **PROJECT START-UP MEETING**

The project manager/superintendent for HAUSMANN CONSTRUCTION INC. and each subcontractor will hold a meeting with all supervisors to discuss the project safety plan and ensure that all concerns are addressed.

### **TOOLBOX MEETINGS**

The toolbox meeting is the backbone of the crew's safety program, as it should pertain only to safety matters concerning the crew.

1. The meetings will be conducted by the superintendent and topics will be limited to safety.
2. Time will be limited to 30 minutes.
3. The superintendent will prepare a plan for discussion prior to the meeting.
  - a. Hazards and work rules for the week ahead
  - b. Praise outstanding safety records
  - c. Lesson learned
  - d. Encourage crewmembers to speak up with suggestions.
  - e. Company policies and procedures
4. Superintendent will take notes and fill out toolbox meeting. Toolbox meetings will be filed on the project server or in binder.
5. Superintendent will ensure that meetings are effective and to re-emphasize the importance of safety and accident free work.

### **MASS SAFETY MEETINGS**

Safety Meetings will be held each month to emphasize general safety concerns to all employees.



## **SECTION 9 FIRST AID & MEDICAL**

### **FIRST AID**

The ability to provide first aid for minor injuries is required on each jobsite.

1. Superintendent will hold a current first aid card and CPR card.
2. First aid kits will be kept in each office and pickup.
  - a. The superintendent or designee is responsible for upkeep of the kit.
3. Transportation of injured employees.
  - a) Ambulance for serious injuries.
  - b) A supervisor is to accompany injured employee(s) to the doctor in minor injury cases.
  - c) Subcontractor management is to accompany their injured employee(s) to the doctor in minor cases.
4. During tool box meetings familiarize employees in basic procedures to follow in a serious injury situation. This should include:
  - a. Not moving injured in case of a serious injury unless to prevent further injury.
  - b. Applying pressure at the point of serious bleeding.
  - c. Cover injured to keep warm and protect against shock.
  - d. Use mouth to mouth rescue breathing in cases of electric shock, drowning or asphyxiation.
  - e. Not giving injured food or drink until medical help arrives.
5. Stress importance of reporting all injuries no matter how slight so first aid or medical treatment can be provided and that the injury can be recorded.
6. Job superintendent approval is required before using any company equipment to aid in any public, traffic, or other non-construction related accidents.

### **MEDICAL**

1. Contact the HAUSMANN CONSTRUCTION INC. project supervision.
2. Contact hospital and ambulance services.
  - a. Give them job location and best route.
  - b. Give them any special instructions.
3. Post name; phone number and location of doctors and hospitals by each telephone.

## **SECTION 10 FIRE PREVENTION**

The prevention of fires is essential to the protection of our employees and jobsites. Potential losses from fire include damage or total destruction of temporary facilities, materials, equipment, permanent construction, public property and human lives. Some of the hazards to look for are:

1. Electrical wiring and equipment
2. Volatile liquids and fuel storage
3. Poor housekeeping
4. Welding and cutting
5. Storage of materials
6. Work with explosives

**To guard against these hazards the following preventative measures will be used.**

1. Fire Extinguishers will be located at every landing of all Stair Towers. Additional fire extinguishers will be placed so no more than 100 feet of travel is required.
2. Stack combustible and non-combustible materials alternately in a storage area.
3. Store oxygen/acetylene and LP gas cylinders on racks away from sources of heat and ignition.
4. Isolate flammable liquid and gas storage; dike around fuel storage tanks.
5. Keep scrap materials picked up as work progresses.
6. All oil spills will be cleaned up immediately.
7. Provide covered containers for oily rags and other shop combustible waste.
8. Follow safe practices when welding and cutting.
9. Never use gasoline to clean parts. Use only approved solvents with flash points of at least 140 degrees or diesel fuel or kerosene.
10. Turn off equipment before refueling.
11. Enforce "NO SMOKING" rules around storage of volatile materials. Post "NO SMOKING" signs in these areas.
12. Repair or replace damaged electrical cords.
13. All containers will be labeled as to contents per the hazard communication program.
14. Trash and debris will be disposed of frequently so as to prevent accumulation.
15. Interior flammable liquid storage areas will be well ventilated.
16. Safety containers with a flame arrestor will be used for dispensing flammable liquids.
17. Metal safety cans are required for handling gas and diesel fuel. Plastic gas cans will not be allowed on site.

Remember that this is not an all-inclusive list, additional measures must be taken if state and local regulations require. In the event of a fire, proper control measures must be taken to limit the damage caused by the fire. The following control measures must be maintained on our projects.

1. All equipment will be equipped with an ABC cartridge type extinguisher.
2. The number of fire extinguishers needed shall be determined by the area and arrangement of the building or occupancy, the severity of the fire hazard, anticipated classes of fires and the distance to be traveled to reach extinguishers.

3. All service or fueling areas will be provided with at least one extinguisher of at least 20B:C not less than 25' and not more than 75' from the fuel areas.
4. All fire extinguishers will be inspected annually to ensure operability of extinguisher. A monthly inspection will be done to ensure that extinguishers are located properly and are not in need of service.
5. Instruct employees to call fire department immediately.
6. An evacuation plan will be developed for the Project.
7. Combustibles will be adequately protected when welding or cutting operations are in progress.
8. Lock out procedures shall be followed for maintenance of equipment and electrical systems.

Specialized operations should be examined in regards to prevention and protection of fires.

Your best fire insurance on the job is to remove fire hazards and properly inspect and maintain equipment. Look at your operation, could you prevent a fire from starting?

The portable A, B, C dry chemical fire extinguishers are recommended for most of our construction. They are available in sizes ranging from five to thirty pounds. Units are rated on Class, B and C fires depending on the agent used. Specialized units are available for Class D fires and for temperatures below minus 40 degrees F and above 120 degrees F.

#### **NFPA 241 RECOMMENDATIONS**

The following NFPA 241 standard is provided as a resource to further assist in the fire prevention program.

#### **Cutting and Welding Safety**

1. Welding, cutting and brazing shall only be conducted in the following areas:
  - Areas that have been made "Fire Safe" by either removing or protecting combustibles.
  - Areas that have been specifically designed for welding, cutting, brazing, etc. These areas will be of non-combustible or fire-resistive construction, free of combustible and flammable contents, and separated from other areas.
  - Areas authorized by management for such purposes.
  - Enclosed welding areas will contain an exhaust mechanism. Shields will be used and fire watches posted as needed.
2. A permit system may be needed for welding, cutting and miscellaneous hot work as the job progresses. No hot work will be performed until a supervisor or other competent person determines that the operation can be safely performed at the desired location, and that:
  - a. The welding, cutting, brazing, soldering equipment is in proper operating condition and in good repair.
  - b. Personnel operating the equipment are qualified to run the equipment and know how to perform the operation.
  - c. Personnel in, around, and below the work area are protected from heat, slag, sparks and fire.
  - d. Combustibles and flammables have been moved away or safely covered/shielded. This includes sweeping the floor clean of all loose combustibles, such as wood shavings, sawdust, fibers, and clippings for a radius of at least 35 feet, measured from the point of the operation.

- e. Covering combustible flooring with fire resistive shields, damp sand, or ensuring that the flooring is kept wet while the operation is in progress. The equipment operator will be protected from possible shock by using proper grounding techniques and/or GFCI protection.
  - f. Relocating all combustibles at least 35 feet horizontally from the operation. Alternatively, combustible materials may be covered with flame-resistant guards or fire blankets, which fit tightly to the floor.
  - g. Openings or cracks in walls, floors or ducts within 35 feet of operation, or shafts that may carry or allow the passage of sparks to adjacent areas shall be tightly covered or protected appropriately.
  - h. A fire watch will be posted for the duration of the operation and for at least 30 minutes after to see that sparks or hot metal does not start a fire.
  - i. Whenever possible, do not cut or weld within 30 minutes of the end of the workday if there is any chance of smoldering materials becoming a fire hazard. Companies who ignore this rule will be required to post a fire watch for 30 minutes following completion of the operation.
3. **Fire Watch** – A fire watch is a person who shall be familiar with the area, and will know the proper procedures to follow to extinguish fires and to report fires. When standing fire watch, watch for fires in all exposed areas, and to try to extinguish them only when the fire is obviously small enough for the on hand fire extinguishing equipment. If unsure, sound the alarm immediately. The “fire watch” will have an extinguisher readily available and will know how to use it. The fire watch will maintain the watch for at least 30 minutes following completion of the operation.

#### 4. **Special Precautions**

- a. When cutting, welding or other hot work operations are to be performed in close proximity to an active sprinkler head, a wet rag should be placed over the head and then removed once the operation is finished.
- b. When cutting, welding or other hot work operations are to be performed near combustible walls, partitions, ceilings or roofs, fire resistive shielding will be used to prevent the possibility of fire.
- c. When welding, cutting or other hot operations are to be performed on a metal wall, partition, ceiling or roof, and then precautions will be taken to prevent the ignition of combustibles on the other side by relocating the materials. If this is not possible set a fire watch on the opposite side of the operation.
- d. Welding, cutting or other hot operations on metal walls, partitions, ceilings or roofs that have a combustible covering will not be done without the approval of the HAUSMANN CONSTRUCTION INC. project superintendent or project manager. This same rule applies to walls, partitions, roofs and other surfaces that use a sandwich type construction.
- e. Welding, cutting or other hot work will not be done in explosive or flammable atmospheres.
- f. Welding, cutting or other hot work will not be done near areas where large quantities of combustible or easily ignitable materials are stored or exposed.

## **SECTION 11 ACCIDENT INVESTIGATION**

### **GUIDELINES**

All incidents and accidents, whether Hausmann Construction Inc., or subcontractor's, should be reported to the superintendent or project manager when they occur. They will assist in determining what additional actions should be taken to properly document the incident. Any and all accidents, regardless of severity, must be reported promptly to HAUSMANN CONSTRUCTION INC. supervision and investigated fully.

An Incident Report (available from the Office) covering the following information is to be completed and delivered to project superintendent or project manager:

1. Who got hurt, when and where?
2. What happened?
3. Was there a hazard analysis prepared and signed off?
4. Were the safety policies and procedures being followed?
5. What steps have been taken to prevent a reoccurrence?
6. Has the hazard analysis revised as needed?

### **ADDITIONAL INFORMATION CONCERNING INCIDENTS/ ACCIDENTS:**

1. The job superintendent is responsible for reporting all incidents and accidents to safety director and HR manager as soon as possible and provide a completed incident report within 24 hours.
2. Safety director will assist and support the project job superintendent in reporting and investigating incidents and accidents.
3. Any accident involving a fatality must be reported to OSHA by phone or in person within eight hours of the incident. All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

The OSHA phone number for the Omaha regional office is 1-402-553-0171 or the toll free nationwide number is 1-800-642-8963. The Vice President (Matt Schendt 1-402-438-3230) and the Legal Consult (Stanton Beeder 1-402-438-3230) must also be contacted immediately.

4. Drug testing is required for incidents that require a doctor's attention. Check with the safety director or HR manager to find out if testing is required for other accidents or near misses.
5. When a job experiences a serious accident or a "Near Miss" that could have caused serious personal injury or property damage, a mass safety meeting will be held as soon after the incident as possible, preferably on the same day. Prepare a meaningful agenda that addresses what can and will be done to prevent another occurrence. All job personnel should attend this meeting.

## INVESTIGATION PROCEDURES

**The goal of the safety program is to prevent accidents.** One of the best ways to accomplish this is by doing a thorough investigation of every accident and near miss incident. The following procedures will insure that a comprehensive and thorough investigation is completed.

1. Secure area until investigation can be completed. Use camera to take pictures before conditions have been disturbed. Prepare a narrative to accompany the slides or pictures to explain what is being depicted.
2. Note injuries or damages. If liability case, note location and estimate cost of repair.
3. Take detailed notes of physical conditions that could have contributed to the accident such as; poor housekeeping, lack of handrails, lack of or not using personal protective equipment, poor visibility, traffic conditions, weather, etc.
4. Take measurements and sketch diagram of scene.
5. In auto accidents, secure witnesses' names, license numbers, and phone numbers, addresses and insurance carrier's information.
6. Notify law enforcement agencies as required. Notify the safety director and HR manager.
7. Check equipment and tools for defects.
8. Interview employees who witnessed the accident. Make sure each witness being interviewed understands that the purpose of the investigation is to find out what happened rather than who is to blame. Ask what was being done and what methods were being used. Ask what equipment, tools and personal protective equipment was being used. Ask the witness if any unsafe acts or conditions were observed before or after the accident.
9. Investigate whether hazards and safety practices had been talked about in toolbox meetings, indoctrination, and hazard analysis.
10. Check involved tools, equipment or vehicles for defects.
11. Consider physical or mental deficiencies such as heart problems, irrational behavior, or blackout that may have contributed.
12. Never discuss serious accidents with outsiders as to your opinion, how or why it happened. Direct all inquiries to Hausmann Construction Inc.'s Office.
13. Once the cause has been determined, ensure corrective action has been taken before work is allowed to continue in that area.
14. A copy of the investigation report shall be sent to the District Safety Office.

**FAILURE TO REPORT ACCIDENTS OR NEAR MISSES TO HAUSMANN CONSTRUCTION SUPERVISION WITHIN 24 HOURS MAY RESULT IN DISCIPLINARY ACTION.**

## FATALITY OR SERIOUS ACCIDENT PROCEDURES

1. Get medical treatment for injured parties.
2. Notify Hausmann Construction Inc. project staff.
3. Secure and clear the area until the investigation is completed.

4. Notify the Hausmann Construction Department.
5. Notify OSHA within 8 hours if a fatality. All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.
6. Take pictures of the accident scene before things are changed.
7. Take written statements from witnesses. Separate them and take individual statements as soon as possible.
8. Determine cause of accident and hold mass safety meeting as soon after the accident as possible.

## **SECTION 12 ELECTRICAL SAFETY**

### **ELECTRICAL SAFETY**

Proper electrical grounding is essential in protecting personnel and equipment. In the event of a lightning strike or electrical short, the ground provides a path to earth that will protect the employee and the equipment. It ensures that non-current carrying parts, such as equipment frames and powered tool handles are still protected, even if the insulation should fail. Proper grounding is also important when equipment is de-energized before maintenance. It is also the equipment ground that will keep you safe (in most instances) long enough for the circuit breaker or Ground Fault Circuit Interrupter to work.

There are two types of grounding. The first is equipment grounding, which is mainly for the protection of personnel. The second is system grounding, which is mainly for the protection of equipment. Equipment grounding is accomplished by connecting all non-current carrying metal parts of electrical equipment to the ground. System grounding limits the voltage difference between non-current carrying parts of the system and the earth under all operating conditions. Both equipment and system grounding can be accomplished using one of two programs. In accordance with HAUSMANN CONSTRUCTION INC. safety policy all employees will use both programs.

- Assured grounding program
- Ground fault circuit interrupters (GFCI)

### **ASSURED GROUNDING PROGRAM**

All temporary power locations shall include assured ground outlets. Cords will not be plugged into any outlet that is not GFCI protected at any stage of the project. If an unprotected outlet is being used, a portable GFCI Adapter will be used.

1. All portable electric tools, drop cords, extension cords and similar items will be inspected daily before being put to use. Any items showing signs of possible damage will not be used until repaired as needed and tested.
2. All portable electric tools, extension and drop cords, fixed temporary wiring, and receptacles will be tested for continuity of the conductors and for connection to the exposed frame in the case of tools. All cord fittings and receptacles will be tested to make certain the conductors are connected to the proper terminals.
3. The test will be made at the following times:
  - a. Before first use of any item.
  - b. After an item has been repaired prior to putting it in service.
  - c. After any incident which might reasonably be suspect of causing damage.
  - d. At intervals not to exceed 3-months, except that temporary wiring and receptacles fixed in a position where they are not subject to damage will be tested at intervals not to exceed 6-months.
  - e. Double Insulated tools will be inspected to insure there are no visible signs of damage and will be marked the same way other tools are marked even though we cannot perform a continuity check.



### **TEMPORARY POWER PANELS**

All receptacles which are not a part of the permanent wiring of the building or structure shall be equipped with Ground Fault Circuit Interrupters to protect against electrical shock. A supply of GFCI adapters will be available for use when a receptacle does not have an internal GFCI circuits. All GFCI circuits will be tested at intervals of 30 days. If the point of usage is more than 100 feet from the GFCI protection device, and additional in-line GFCI adaptor will be used as close to the tool as possible.

Temporary power panels also need a platform in front of them if it is possible for water puddles or mud to be present. All temporary panels must be locked and only accessible by qualified electrician and HAUSMANN CONSTRUCTION INC. supervision.

### **LOCK OUT / TAG OUT POLICIES**

Each Company must develop Lockout-Tag out procedures for their equipment and ensure all personnel are trained all energy sources of power-driven equipment will be locked and/or tagged in the off position when maintenance is being performed. Energy sources include electrical, mechanical, hydraulic or pneumatic forces. Remember gravity, the forgotten energy. Both the supervisor and the employee are responsible for ensuring that the proper Lock Out/Tag Out procedures are followed. The person performing the maintenance must ensure that all equipment is properly locked and tagged out before starting any maintenance work. Both the supervisor and the maintenance employee must check the equipment before restarting it to make sure it is safe to operate.

Lockout is a method of keeping equipment from moving and endangering workers. OSHA regulations let each employer use lockout, tag out, or both. HAUSMANN CONSTRUCTION INC. mandates that both be used. A sample lockout-tag out program is provided below.

If your company already has a program in place, provide a copy to the HAUSMANN CONSTRUCTION INC. project supervision for review.

Tag out refers to a sign or tag posted on a switch that physically cannot be locked out. Once the switch has been placed in the "off" position, the tag is placed over the switch and warns other employees that the equipment is under maintenance and should not be started. This tag must also identify the person who applied it. In a tag out, the energy-isolating device is placed in the safe position and a written warning is attached to it. All lockout and tag out materials must be:

- Durable to withstand wear.
  - Substantial so they won't come off easily.
  - Capable of identifying the person that applied the lock or tag
- A lock out or tag out is applied whenever maintenance is performed around any machine where injury could occur from unexpected start-up of the machine or from the release of stored energy.

Some jobs, which usually require lockout/tag out procedures, are listed below.

This list is not all-inclusive but will serve as a general guideline.

- Cleaning, oiling or adjusting machinery and equipment
- Repairing electrical circuits or tools

- Vehicle maintenance
- Clearing jammed mechanisms
- Inspecting equipment

#### **TRAINING AND RESPONSIBILITY**

Employees performing any service or maintenance work must be made aware of the lockout and tag out policy. This also applies to vendors and subcontractors doing work on this job site. Employees must understand the purpose of the program, what their responsibilities are, and how to use the procedures. Employees need periodic training to ensure they are up-to-date and knowledgeable on lockout/tag out procedures.

All employees must strictly adhere to the lockout and tag out policy. Failure to follow the policy will lead to disciplinary actions, which could include termination.

#### **LOCK OUT TAG OUT PROCEDURES**

Company policy must include the following:

When a piece of equipment or machinery is to be inspected, cleaned, repaired or worked on by an individual, that piece of equipment must be immobilized by the individual prior to commencing work on the equipment. The employee who will perform the maintenance or repair in accordance with the following procedures must place “DO NOT START” tags and locks at the control box or main switch.

The responsible supervisor must approve any deviations from these procedures. ANY VIOLATION OF THE LOCKOUT PROCEDURES MAY BE CAUSE FOR DISMISSAL.

1. Employee must lockout at the disconnect switch and/or valve. Do not trust someone to lockout for you.
2. The locks are to be used to lockout the switchgear at the circuit breaker or disconnect provided for this purpose. These locks will also be used with chains or other safety lockout devices to lock out valves or other controls.
3. If more than one person is working on the same piece of equipment at the same time, each person is to have a personal lock on the lockout device. If the primary device will not accommodate each person’s lock, multiple locking devices are to be used.
4. When multiple locking devices are required, the shank of the multiple devices must immobilize the equipment and must not merely be attached to the shank of another lock.
5. All electrical equipment involving the use of disconnect switches as a source of power for their operation will be turned off, locked out in the “OFF” position and tagged with a “DO NOT START” tag.
6. After the electrical equipment has been locked out and tagged with a “DO NOT START” tag, the employee will attempt to start the equipment to ensure that the proper switch has been locked out and equipment will not start.
7. All equipment operated pneumatically or hydraulically will be rendered inoperable by:
  - Turning off the air or hydraulic supply to that piece of equipment.
  - Locking and tagging the valve with a “DO NOT START” tag.

- After the pneumatic equipment has been locked out and tagged with a “DO NOT START” tag, the employee will attempt to start the equipment to make sure that the proper switch and valve were locked out and the equipment will not operate.

Make sure the equipment will not operate with residual or accumulated pneumatic or hydraulic pressure.

8. Gravity is often the ‘forgotten’ energy. It may be necessary to lock out/tag out energy caused by gravity.
9. Where a keyed switch controls the ignition, the key will be placed in the “OFF” position, removed, and the switch tagged with a “DO NOT START” tag.
10. If standard lockout switches are not available to immobilize the machinery, fuses should be pulled, terminals disconnected, or other standard safety procedures applicable to the individual piece of equipment should be followed. “DO NOT START” tags will be placed at the starter button or switch.
11. In the event that tagging and removing the ignition key are not considered adequate protection, the battery cable, which is connected to the starter, shall be removed at the battery end and tagged with a “DO NOT START” tag
12. All other necessary precautions, such as opening or closing valves, changing valves, tagging and locking valves, installing blind flanges, etc., will be performed prior to starting the job.
13. If it becomes necessary to operate the equipment during the work assignment, the following procedure will be followed:
  - a. Each employee’s personal lock will be removed only after it is certain that everyone has been advised of the procedure, the entire area has been inspected, and everyone is in the clear.
  - b. One person will be designated or assigned to operate the equipment.
14. If employees must leave a job site, the following procedures will apply upon their return to the equipment:
  - a. Each employee’s personal lock will be reinstalled to lockout equipment.
  - b. After checking to ensure that everyone is clear of any danger, the employee will retest the equipment to ensure it is immobilized.
15. No employee will remove another person’s lock, lockout device, or “DO NOT START” tag.
16. Before leaving the job for another assignment, at shift end, or upon completion of that job, each employee will personally remove his/her own lock.

If an employee fails to remove a lock, that employee will be required to return to remove it in person. If the individual is not available, the lock will not be removed until the Superintendent in charge has made a thorough check of the equipment. The foreman will verify and make certain the equipment is safe to operate.

**HIGH VOLTAGE LOCKOUT POLICY AND PROCEDURES (1,000+ VOLTS)**

Work on high voltage lines or equipment requires safety precautions in addition to the standard lockout policy and procedures.

**HIGH VOLTAGE ROOMS AND COLLECTOR RING COMPARTMENTS:**

Whenever any high voltage rooms or areas such as collector ring compartments are unlocked and de-energized, the following must happen:

1. All personnel working in or near these areas shall place their lock and tag on the junction box that is disconnected or at the gate on the appropriate substation or disconnect box.
2. Multiple lockouts will be used so that each employee has a lock and tag in position.

**High Voltage Lines and Equipment:** When a high voltage line is to be worked on, it must not be considered de-energized until a qualified person determines that the high voltage line has been de-energized and grounded. Such qualified persons shall visually inspect to:

1. Determine that the disconnecting devices on the high voltage circuit are in the open position.
2. Ensure that each ungrounded conductor of the high voltage circuit, upon which work is to be done, is properly connected to the system ground medium.

**Grounding** of the ungrounded conductor will be on the source side of the circuit on which work is to be performed. Grounding jumpers connected to the ground bus will be provided for this purpose. Grounding will be accomplished by the following procedure:

1. Verifying that the feeder disconnect is open and locked out.
2. Using a ground stick ground each ungrounded phase to bleed off any residual electrical charge on the circuit.
3. Attaching grounding jumpers to each ungrounded phase of the circuit on which work is to be performed.

**High Voltage Circuits** will not be energized until:

1. All work on the high voltage circuit is completed and inspected.
2. All personnel have been cleared from the high voltage area and notified that the circuit will be energized.
3. All protective grounding installed has been removed from ungrounded conductors.
4. The high voltage area has been secured and locked.

**Lock Out / Tag Out Checklist**

1. Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
2. Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
3. Are all equipment control valve handles provided with a means for locking-out?
4. Does the lockout procedure require that stored energy (i.e.: mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs?
5. Are employees required to keep personal control of their key(s) while they have safety locks in use?
6. Is it required that employees check the safety of the lockout by attempting a start-up after making sure no one is exposed?
7. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
  - a. Are the appropriate electrical enclosures identified?
  - b. Are means provided to assure the control circuit can also be disconnected and locked out?

## **SECTION 13 EQUIPMENT SAFETY**

Equipment safety can be broken down into two parts; properly outfitted and maintained equipment and properly operated equipment. Both of these have to be followed to avoid equipment damage and personal injury.

### **VISUAL INSPECTIONS**

The most important aspect of keeping our equipment in safe operating conditions is through our visual inspection program. Not only does this program prevent equipment downtime by signaling out maintenance problems but also prevents safety hazards by correcting defects in the safety features of the equipment. For the program to work it is essential that visuals be done on a daily basis before, during and after shift. Visual inspection needs to be documented

When complete, these should be turned in every day to the superintendent or maintenance personnel.

### **DESIGNATED OPERATORS**

Only designated operators may operate any company owned or rental equipment.

### **GENERAL OPERATOR RULES**

1. Visual inspections of equipment are to be made on a daily basis and given to your supervisor. Operators are to notify their supervisor of apparent malfunctions, oil leaks or any engine problems.
2. Wear ear plugs and dust masks when necessary.
3. Before moving to a new area always survey the area for existing utilities, i.e. overhead power lines, gas sewer, etc.. Locate all utilities before working in an area (i.e. overhead power lines, gas lines, sewer, etc.) An excavation log/permit is required for all digging activities.
4. Check tail swing for interference on large backhoes and cranes.
5. Pay attention to people on the ground working around the equipment.
6. Never fuel equipment while it is running.
7. Always ground all attachments before getting off equipment.
8. When parking equipment at the end of the shift, turn master switch off and use all vandal deterrent devices.
9. Never get off equipment while it is running.
10. Never jump off a piece of equipment, always use the ladders.
11. Keep equipment a safe distance away from edge of any trench, edge of the embankment or electrical equipment.
12. Always maintain a 2' clean area on both sides of a trench during excavation.
13. Pay attention to the people working around equipment on the ground.

### **CRANE SAFETY RULES**

1. Cranes and lifts will only be operated by authorized operators.
2. No crane picks will be made until:
  - a. Weight and load radius are determined and crane chart consulted.
  - b. all wheels are free of the ground; and rig is level.

- c. All pads or outriggers are on firm level ground.
  - d. Swing radius guard is up.
  - e. Rigging has been checked and is proper for the load being picked.
3. No crane will be left running without operator in the seat. Failure to comply with this will be grounds for termination.
  4. Only one signal man at a time.
  5. No picks over front quadrant unless crane chart allows. (Truck cranes only)
  6. Crane will be given thorough visual inspection on a daily basis.
  7. Tag lines are required on every pick. Unless create additional hazard.
  8. Only qualified riggers are allowed to rig loads.
  9. Only qualified signalers allowed to signal cranes

All crane picks will be suspended when wind velocities exceed manufacture limitations. Work may be suspended at lower wind velocities when work is deemed hazardous.

## SECTION 14 JOBSITE VISITORS AND GROUP TOURS

In order to afford a high level of protection to individuals or groups on authorized tours of the construction work areas the following information is required of all parties making such request. The following instructions shall be complied with by the owner, the contractor, subcontractors and those responsible but not limited to those responsible for arranging such tours of the **Insert Project Name**

1. In all cases, HAUSMANN CONSTRUCTION INC. site supervision is to be notified of all tours in a timely manner (minimum of 24 hours) prior to any tour taking place.
2. In order that tours have been arranged for in a timely manner the project manager must be included in all arrangements for each jobsite tour.
3. Each group or individual requesting a job tour needs the following to adhere to the contractors safety rules during each tour. The following requirements need also be met:
  - a. clothing required for visitors - long pants, shirts long or short sleeve, leather shoe or boots. Sneakers and high-heeled shoes are prohibited.
  - b. Protective equipment - hard hats and other protective devices as required for the area being visited.

Staff personnel shall escort and discuss the potential hazards to be encountered during the tour by their group prior to entering any work site.

## SECTION 15 STORM PLAN-SEVERE WEATHER ACTION PLANNING

All on-site supervisory personnel need to be familiar with the following definitions and the actions required when severe weather threatens.

### **Definitions:**

- **SEVERE THUNDERSTORM WATCH** – There is a possibility that thunderstorms may develop within the specified time frame. Be prepared for winds in excess of 50 miles per hour, hail, lightning, and flash flooding.
- **SEVERE THUNDERSTORM WARNING** – a thunderstorm is occurring. The intensity may be severe. Be prepared for tornado like conditions.
- **TORNADO WATCH** – Tornadoes may develop during the announced time frame. Review this plan and be ready to take action.
- **TORNADO WARNING** – A tornado has been detected and verified by the weather service, or official spotters, **Seek shelter immediately!!!**

The National Weather Service issues weather watches and warnings by county, for a specified time period. Sirens are sounded to alert the public when weather warnings are issued, but there is no audible signal to announce when the warning is over. Seek shelter immediately and monitor media channels for updates or changes to warning time frames.

Initially, weather sirens will sound for three to six minutes, but may sound for longer periods in the cities most likely to be affected by the warning. Do not assume that the danger is passed when the sirens stop! As stated earlier, watches and warnings are in effect for the stated times unless the weather service alters or cancels the watch or warning.

### **PRE-PLANNING**

**WHEN A THUNDERSTORM OR TORNADO WATCH IS ISSUED** - Make sure all materials are secured and protected. Review shelter locations and emergency procedures with your personnel. Stay alert to new developments and be ready to move to shelter if necessary. These actions must take place as soon as possible following the watch being issued, as there may not be time later.

**WHEN A THUNDERSTORM OR TORNADO WARNING IS ISSUED** – Expect high winds, heavy rain and hail at any time. Exposed employees should be shifted to covered work areas if possible and be ready to move to shelter if sirens sound. **WHEN SIRENS SOUND, TAKE COVER IMMEDIATELY AND WAIT UNTIL THE WARNING EXPIRES.**



**ACCOUNTABILITY** – When conditions require that personnel take cover, all employees must be accounted for. Each company will prepare a plan that includes the following:

- a. Appoint one person to be responsible for overall crew accountability, and appoint a backup in case the primary person is not available.
- b. Insure primary and backup accountability appointees are equipped with radios or cell phones for emergency communications.
- c. Personnel should be accounted for by name instead of numbers.
- d. HAUSMANN CONSTRUCTION INC. superintendent or project manager will decide if and when to release personnel from the worksite.
- e. Instruct all personnel that they are to remain on site until released.

IT IS IMPERATIVE THAT THE SUPERINTENDENT KNOW THE LAST KNOWN LOCATION AND THE NAME OF ANYONE WHO IS NOT ACCOUNTED FOR.

IN THE EVENT THIS SITE IS DAMAGED BY A SEVERE THUNDERSTORM OR TORNADO, IT MAY BE NECESSARY TO BEGIN SELF RESCUE AND RECOVERY OPERATIONS. THESE EFFORTS WILL BE PLANNED AND CONTROLLED BY THE HAUSMANN CONSTRUCTION INC. PROJECT SUPERINTENDENT AND OR PROJECT MANAGER.

**MATERIAL STORAGE** – Due to the frequency of high winds and storms, materials and equipment will be stored securely at all times.

**MANLIFT OPERATIONS** – Man lift operations will cease and the platform will be moved to ground level when winds exceed manufacture recommendations or when lightning strikes are observed in our area. The HAUSMANN CONSTRUCTION INC. project superintendent and/or manager may shut down the lift anytime they feel that weather conditions warrant. In the event that employees are required to take shelter from storms or tornadoes they shall use the closest stairway or shelter.

**OUTDOOR OPERATIONS** – Outdoor operations will cease when lightning strikes are observed within a 10 mile radius of the project. The HAUSMANN CONSTRUCTION INC. project superintendent and/or manager may shut down outdoor operations anytime they feel that weather conditions warrant. Outdoor operations will resume 30 minutes after last know lighting strike in the 10 mile radius of project.

## **SECTION 16 RECOGNITION PROGRAM**

When jobsite supervision deems that recent performance has merited some form of recognition, it can provide recognition in various forms as it sees fit.

Actions/Behaviors that can be recognized will include, but not be limited to:

- 1) Positive Safety Attitude
- 2) Correcting Unsafe Acts or Conditions

Recognition may be provided in various forms including, but not limited to:

- 1) Verbal Recognition in individual or group settings
- 2) Culinary (Safety Lunches etc....)