

PURPOSE OF THIS MANUAL:

This manual has been developed to make our approach to safety more effective and uniform throughout _____.

It is the policy of this company to strive for the highest safety standards on all our projects. Safety does not occur by chance, but requires the careful attention of all our employees, including you.

Our Safety Program has been developed to assure compliance with Federal, State and Local regulations, including OSHA standards for the construction industry.

It is the desire of _____ to protect employees from accidental injury and damage to health while working for our organization. In order to accomplish this, employees at all levels must work diligently to comply with and execute the company's policy of maintaining safety as outlined in this manual. Accidents, even minor ones, cause both physical and mental pain. Prevention of injury and illness is a goal worth our best efforts.

Brief summaries of several of our policies are contained in this manual. The complete policies are found in our Company Safety Manual and the OSHA standards. Your Supervisor can provide you with copies of our program upon request.

Each employee is authorized to contact the company safety administrator, _____, any time they feel it is prudently necessary to address a problem with this company's Safety Program.

Very truly yours,

President

EQUAL EMPLOYMENT OPPORTUNITY

All decisions with respect to employment matters and other phases of employer-employee relationships will be in keeping with this policy and in accordance with Executive Order 11246. _____ will:

Recruit, hire and promote individuals in all job classifications without regard to race, creed, color, religion, sex, age, or national origin. Persons with disabilities or handicaps will be likewise treated, provided they can meet the physical requirements for the job description of the position for which they are applying. _____ will take action to ensure that this policy applies to all employment practices, including but not limited to: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising (if any), layoff, termination, rates of pay or other compensation, and selection for training, including apprenticeship programs. _____ agrees to post in conspicuous places (available to employees and applicants for employment) notices to be provided by the contracting agency setting forth the provisions of this non-discriminatory clause.

HARASSMENT

It is the policy of _____ that all workers should be allowed to work in an environment that is free of harassment of any type. If you feel you are being harassed, bring this to the attention of your supervisor immediately. If this is not appropriate or does not produce satisfactory results contact the Company Safety Administrator.



GENERAL WORK RULES

Since the violation of some rules is more serious than the violation of others, the type of discipline that goes along with each rule may vary.

Committing the following types of offenses may lead to immediate discharge:

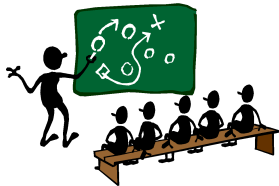
1. Insubordination to any supervisor or member of management.
2. Possession of alcoholic intoxicants or controlled substances or consuming same on Company property or jobsite.
3. Reporting for work under the influence of intoxicants or illegal drugs.
4. Fighting on Company property or jobsite.

5. Dishonesty.
6. Removal of another employee's property.
7. Removal of Company property without permission.
8. Willful destruction of Company property.
9. Leaving work before the end of the work day without notifying the supervisor.
10. Failure to report to work on time.
11. Refusing to follow your supervisor's instructions.
12. Sleeping on the job.
13. Carrying firearms on Company property.
14. Three (3) written warnings of any kind accumulated within a consecutive twelve (12) month period.

Committing the following types of offenses will lead to disciplinary action from verbal warning to discharge, depending on the severity or frequency of the offense.

1. Excessive tardiness or absence from work without proper notification or excuse.
2. Disorderly conduct on Company property.
3. Leaving the job or regular place of work during working hours without authorization. This does not include lunch periods, first aid, or going to the rest room or getting a drink of water.
4. Gambling on Company property.
5. Violation of safety rules.
6. Throwing trash, litter, etc. on the floor of Company property.
7. Abusive language to any co-worker or supervisor
8. Mistakes due to carelessness. (Unsatisfactory performance of the job.)
9. Loafing or spending unnecessary time away from the work station.
10. Smoking in a non-authorized area.

11. Not in assigned work area ready to go at the start of the work day without notifying the supervisor.
12. Solicitation during working time or at a time when it interferes with the work of another employee.



MEETINGS

Your foreman/supervisor will hold weekly safety meetings for his entire crew. The purpose of these safety meetings is to place accident prevention foremost in your mind. Participate in the meeting, contribute your know-how for the less experienced, and ask questions if you don't understand. Your attendance at these meetings is mandatory.



INSPECTIONS

Your responsibility is to give each tool or piece of equipment a quick, visual inspection before using it each time. Defects should be identified immediately, and supervision should be notified.



SAFE LIFTING

Never bend from the waist with locked knees. Flex your knees, lift with your legs. Keep the load close to your body. Avoid twisting. Keep your feet pointed at the load. As you lift the load, look up. This will help keep your back straight.



INJURY REPORTING

1. All injuries, **REGARDLESS OF HOW MINOR THEY MAY BE**, must be immediately reported to your foreman/supervisor.
2. It is your responsibility to cooperate with the supervisor or foreman investigating the accident to determine the cause so that action can be taken to prevent a recurrence.



PERSONAL SAFETY EQUIPMENT

Hard hats are required around overhead type construction projects. Your supervisor will inform you when hard hats are required.

Appropriate clothing and shoes must be worn on the jobsite, as determined by the superintendent.

Safety glasses are required for some jobs and in designated areas for all personnel.

Use and maintain all personal protective equipment and safety devices needed for a particular job.

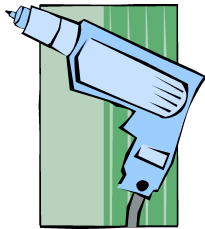
If you feel your job requires some form of personal protective equipment, ask your foreman for it.



HOUSEKEEPING

- a) Keep everything in its proper place

- b) Put scrap, trash and other waste in the right containers, especially flammables.
- c) Do not bring glass containers on the jobsite.
- d) Clean up tools and work area as your job progresses.
- e) Keep all material, tools and equipment in a stable position (tied, stacked or choked) to prevent rolling or falling.
- f) Maintain clear access to all work areas.



TOOLS AND EQUIPMENT

a) General

- i) Operate equipment and tools only if you are trained in their use and authorized to do so.
- ii) Tools or guards are not to be altered.
- iii) All equipment, tools, cables, slings, cords, etc. shall be inspected before each day's use and monitored during use. Any found to be defective shall be taken from service immediately and reported to your foreman or superintendent.
- iv) Tools are to be used only for their designated purpose.
- v) Personal tools are subject to inspection at any time. Any found defective or unsafe shall be immediately removed from service.

b) Electric Tools

- i) Electric power operated tools shall either be approved double insulated or be properly grounded and used with ground fault circuit interrupters on all jobsites.
- ii) Electric cords shall not be used for hoisting or lowering tools.
- iii) Tools or extension cords that are frayed or have ground prongs missing shall not be used. Cords must be appropriately rated and insulated.

c) Powder-Actuated Tools

- i) Only employees who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool.
- ii) Powder-actuated tools shall be operated in accordance with Section 1926.302(e) of the OSHA Standards.
- iii) Eye protection and hearing protection will be worn by employees operating powder-actuated tools and by other employees working in near proximity to powder-actuated tool operations.

d) Hand Tools

- i) Wrenches shall not be used when the jaws are sprung to the point that slippage occurs.
- ii) Impact tools, such as chisels and drift pins, shall be kept free of mushroomed heads.
- iii) The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.
- iv) "Cheaters" shall not be used to increase the tool's capacity.



RIGGING

- e) Know capacities and proper use of chainfalls, comalongs, chokers, shackles and clamps.
- f) Cable clamps shall be applied so that the "U" section is in contact with the dead end of the cable.
- g) Stay out from under and in front of loads on cranes, etc. Do not cause or permit a load to be carried over a worker who is unaware of it or cannot get clear.
- h) Know proper hand signals for signaling cranes and be sure only one person is signaling the operator at one time. Anyone signaling the crane or rigging loads must be properly trained.



FALL PROTECTION

- a) Application – This section applies to all fall exposures except those covered by Subpart L (Scaffolding).
- b) Training

All workers exposed to potential fall hazards must receive training concerning those exposures and the means that will be used to protect them from falls. If they use personal fall arrest systems, they must be trained in the proper wearing, fitting and maintenance of those systems. This training must be documented.

- c) Personal Fall Arrest Systems

Safety harnesses and shock absorbing lanyards shall be used when working on suspended scaffolds, within six feet of the edge of an unguarded flat roof, elevated slab or opening; on sloping roofs; and on any elevated work location 6 feet high or higher from the ground or floor where guardrails are not provided. Safety belts will not be used for fall protection. Anchor points must be capable of supporting 5000 lbs per worker attached.

d) Barricades/Guardrails/Covers

- i) Barricades are needed for excavations, near roof edges, around overhead work and similar areas.
- ii) Hole covers or barricades must be placed at all floor openings. (2" or more)
- iii) Standard guardrails must be installed around any open sided floor 6' or more above the ground or adjacent floor. If you must remove this guardrail for any reason, replace it when you are finished.
- iv) Floor holes or openings must be guarded or covered. If you must remove these guardrails or covers, replace them. Covers must be secured in place and be marked "hole" or other similar warning.
- v) Guardrails will be 42" high (+ or - 3") with a midrail approximately 21" above the floor. If there are workers below that may be exposed to objects falling on them, a toeboard is necessary. The top rail shall be able to support 200 lbs. of pressure in any direction except up.
- vi) If the erection of a guardrail is not practical the workers must use a personal fall arrest system as outlined in A above.



LADDERS

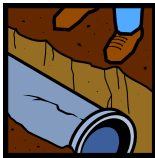
- a) Straight and extension ladders must be tied off at a 4V:1H ratio.
- b) Stepladders must be fully opened and set level.
- c) Work facing the ladder with both feet on the rungs.
- d) Stay off the top two steps of stepladders.
- e) Never use two stepladders as supports for scaffold boards.

- f) Only one employee at a time will be permitted to work on a ladder.



SCAFFOLD REQUIREMENTS

- a) Scaffolds shall be erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement. A “competent person” must oversee the erection.
- b) All workers that use a scaffold must be trained in the proper way to work on the scaffold, including safe means of access and egress. This training must be documented.
- c) Scaffolds and their components shall be capable of supporting, without failure, at least 4 times the maximum intended load.
- d) Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
- e) There shall be a screen with maximum 1/2-inch openings between the toe board and the guardrail, where the persons are required to work or pass under the scaffold.
- f) All planking shall be Scaffold Grade or equivalent as recognized by approved grading rules for the species of wood used.
- g) Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement.
- h) Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches.
- i) All scaffolding and accessories shall have any defective parts immediately replaced or repaired.
- j) An access ladder or equivalent safe access shall be provided.



EXCAVATIONS

- a) A competent person shall be assigned to each excavation. Direct all questions to him/her
- b) Shore or slope before entering, except in solid rock.
- c) Keep soil back 2 feet from edge.
- d) Ladders or other safe means of access/egress must be provided in trenches within 25 feet of workers.
- e) Excavation walls shall be inspected daily, after rain and snow storms, after thawing and freezing or any other weather conditions which may cause a change in the excavation.
- f) Do not enter an excavation that does not appear safe.



FIRE PROTECTION

General

- a) Know where fire extinguishers are located and how to use them.
- b) Smoke only in designated areas.
- c) Put used cups, waste paper and other trash in proper containers.

Welding and Burning

- a) Welding leads and burning hoses must be kept clear of aisles and passageways.
- b) Gauges, hoses, leads, ground, clamps, welding machines, torches, and cylinders must be inspected each day prior to use.
- c) Connections, couplings and fittings must be secured.

- d) Sparks and slag created by welding or burning operations must be contained or combustible materials must be removed.
- e) Welding leads and burning hoses must be protected from damage.
- f) An adequate fire extinguisher must be near all welding, burning and open flame operations.
- g) Secure all cylinders in an upright and secure position.

Flammables

- a) Store flammables in properly labeled containers and in designated areas.
- b) Keep flammables away from smoking, welding, burning or other sources of heat.



MOTOR VEHICLES

- a) The driver is responsible for the safety of passengers and cargo stability.
- b) Seat belts will be worn at all times.
- c) Obey all speed limits and other traffic signs.
- d) Motor must be shut off during refueling.
- e) Personnel may not ride in the bed of any truck.
- f) A flagman should direct the backing of large vehicles in congested areas.
- g) Only properly licensed drivers will be allowed to operate company vehicles. All foremen/supervisors are to actually see the driver's license.

ILLEGAL DRUGS and ALCOHOL

_____ Substance Abuse Policy and Program will be enforced on all jobs. Pre-employment drug testing will be conducted on all applicants. All employees are subject to random, post-accident and for-cause drug and alcohol testing.

HAZARD COMMUNICATION

1. You have a "right to know" what hazardous chemicals you work with. Training will be provided by your supervisor.
2. _____ has a written Hazard Communication program that is available to you.
3. Safety data sheets on all hazardous products are available to you through your foreman or superintendent.
4. You have the responsibility to comply with all warnings and recommendations posted on containers and safety data sheets.

HAND-HELD AUGERS

1. Always wear your safety glasses and close fitting clothes when operating the unit.
2. Read and understand the operator's manual for your unit.
3. Never drill holes when there is a possibility of underground utility lines.
4. Check equipment for proper operating condition and maintenance, ensuring that all safety devices are in place and secure.
5. Never start unit with auger attached.
6. Keep spectators clear of working areas.
7. Make sure you have a stable footing and are well balanced before starting to dig. If you are using a 2-man auger, make sure your partner is also ready.
8. When lifting the auger after digging a hole, use proper lifting techniques to reduce the strain on your back.
9. Never remove an auger from a hole when it is in motion.
10. Before leaving the area, make sure each hole is identified or filled so that it isn't a safety hazard.

11. Never operate gas powered equipment in an enclosed area unless there is adequate ventilation.

MECHANICAL POST DRIVER

1. Always wear approved eye protection.
2. Read and understand the operator's manual for your unit.
3. Never dig holes when there is a possibility of underground utility lines.
4. Check equipment for proper operating condition and maintenance, ensuring that all safety devices are in place and secure.
5. Set brakes on vehicle. Driver should be mounted only after getting into proper position.
6. Keep spectators clear of work area.
7. Look up to ensure a clear air space before raising unit.
8. Stand at 45° angle to the driver. Do not stand in front of it.
9. Use safety post holder to start post. Then remove hand to finish driving post.

VEHICLE MOUNTED DIGGING EQUIPMENT

1. Always wear your safety glasses and close fitting clothes when operating the unit.
2. Read and understand the operator's manual for your unit.
3. Never drill holes when there is a possibility of underground utility lines.
4. Check equipment for proper operating condition and maintenance, ensuring that all safety devices are in place and secure.
5. Fasten seat belt before starting machine (if applicable).
6. Do not allow riders on equipment with only one seat belt.
7. Keep spectators clear of work area.
8. Caution should be exercised when operating units on hillsides or slopes, or when making turns.

9. Operators must be at the controls whenever the unit is in operation.
10. If the unit has a tall boom, always look up to ensure adequate clearance.
11. Before leaving the area, make sure each hole is identified or filled so that it is not a safety hazard.
12. Never operate gas powered equipment in an enclosed area unless there is adequate ventilation

PNEUMATIC POST DRIVERS

1. Always wear approved eye protection.
2. Read and understand the operator's manual for your unit.
3. Never dig holes when there is a possibility of underground utility lines.
4. Check equipment for proper operating condition and maintenance, ensuring that all safety devices are in place and secure.
5. Look up to ensure adequate clearance before raising the post you are driving.
6. Use the correct air pressure for your unit. If the air pressure is too high, the unit could come off the post when you start to drive it.
7. Always wear your hard hat, safety shoes and hearing protection.

EMPLOYMENT AT WILL

Receipt of this booklet in no way constitutes an employment contract between the employee and _____.

This is to acknowledge that I have received my copy of the employee safety handbook and an orientation on its contents as well as other company safety rules and regulations.

I understand that in accepting employment with the undersigned employer, I am expected to abide by these safety rules and regulations, the company's Substance Abuse Policy, and any additional safety rules that may be communicated to me.

NAME (please print):

SIGNED:

SOCIAL SECURITY NUMBER:

DATE: _____

This is to acknowledge that I have delivered an employee safety handbook to the individual whose signature appears above and I gave him/her an orientation on its contents and other applicable safety rules and regulations that apply to his/her job.

NAME (please print):

SIGNED:

DATE:

(This receipt page is to be removed from book and retained in employee's personnel file.)

_____ Copy