

**SCHLIPMAN
CONSTRUCTION
INCORORATED**

**EMPLOYEE
SAFETY MANUAL**

REVISED MARCH 2008

SECTION I: Introduction

The construction industry is a hazardous occupation. The work requires alert minds, healthy bodies, and the ability to carry on operations under difficult circumstances. Each operation presents its own particular problems, and no jobs are alike; therefore, it is not possible to formulate a set of rules which will cover all the hazards that may be encountered in construction work. Because conditions change constantly on construction sites, these conditions must be monitored constantly.

Good health is a primary necessity to a construction worker and he/she should carefully regulate his manner of living. The construction worker is exposed to all sorts of weather conditions. Therefore, the matter of proper clothing to afford sufficient protection without greatly hampering the worker's movements must be given serious consideration.

Safety to the worker, as well as to others engaged in the same operation, is not only dependent upon total commitment from management and the judgment of the foreman in charge, but also on the individual workers themselves. Our goal is to have a majority of all workers certified by OSHA. We will offer OSHA and hazmat classes to all employees when available.

As a guide to workers in the safe conduct of their work, this program has been prepared from the experience gained over many years of construction. Its instructions and rules must be obeyed for the good of all workers. Proper safety devices and precautions must be used. Setting the tone for safety at the beginning of the project will pay off greatly throughout the job in terms of quality, schedule, and profit. Accidents raise our workers compensation rates which in turn decreases our profits. No profits; no raises.

The safe way to do a job must always be found before starting. In the event no rule is found to cover the situation in question, contact the safety manager for specific instructions. Always use good common sense.

There is a safety disc and manual available to all employees.

SECTION I.i.: Safety Policy and Philosophy

Our Safety Program Book addresses rules and practices required while working on projects with Schlipman Construction (SCI). Failure to adhere to

these policies will result in disciplinary action for a worker or a subcontractor's worker up to and including termination of the worker and/or subcontractor from the project. Any unsafe practices need to be reported to management.

SCI considers OSHA Standards, Guidelines, and Regulations as the **minimum** standards for the construction industry.

A primary goal of SCI is to conduct all operations as safely and efficiently as possible. To meet this goal, we are assigning the responsibility, authority, and accountability for safety to the employees and other personnel within their areas of operations. Everyone associated with our projects has the responsibility of performing their work in a safe and efficient manner and to report immediately unsafe conditions and acts to their supervisors for correction. SCI wants all employees to be a competent person.

The primary objective of the program is:

- To reduce and minimize the risk of employee injury.

SECTION II: Management Responsibilities

- Enforce our Safety Policy and discharge anyone who willfully disregards it.
- Require all subcontractors to abide by this policy.
- Require all prime subcontractors to abide by this policy and document any violations for future reference.
- Monitor safety activities and take necessary action to correct unsatisfactory performance.
- Require a pre-job safety planning review.
- Determine customer safety, health, and loss control requirements.
- Evaluate project for safety, health, and loss control requirements that may require additional or unusual control methods such as unusual or difficult site, structure, or construction techniques, or unique state or city safety regulations.
- Conduct a pre-job safety planning meeting for assigned projects (as part of project start-up meeting). Plan safety and associated costs into the job.

- Support by good example and assist in monitoring compliance with Safety Program.
- Provide leadership, authority, and decisiveness in dealing with noncompliance with program up to and including termination of the subcontractor from the project. Evaluate and use withholding of payment to subcontractors or other breach of contract methods as appropriate when this safety policy is being violated.
- Give ongoing input into necessary changes to this safety policy.
- Instruct all project workers in safe practices through monthly “tool box” meetings with sign-off attendance, understanding and adherence to topics covered at each meeting. (SCI meets the first Monday of each month)
- Post on a regular basis, information on relevant safety topics. Supply subcontractors with this information.
- Take prompt action to correct unsatisfactory conditions and work practices personally observed or brought to your attention which involve our subcontractors or employees. Whenever a violation of safety policy occurs and requires correction, document the demand for correction in your own daily diary. Unsafe situations which involve subcontractors not under our control should still be brought to their attention and documented. Immediately discontinue work around the unsafe area.
- See that all injuries are treated and reported.
- Maintain OSHA record keeping requirements.
- Require all subcontractors to adhere to this Safety Program.
- Be familiar with the requirements set forth in this book.
- Plan ahead for good safety so appropriate equipment and safety systems are in place when needed.

SECTION II.i Worker Responsibilities

- Be the competent person.
- Become familiar with the safety rules and abide by them.
- Report to work ready to perform your job safely.
- Use all personal protective equipment needed to safely perform your work. Properly care for and be responsible for personal protective equipment.
- Dress properly. Wear appropriate work clothes; gloves, shoes, and boots. Loose clothing and jewelry must not be worn.

- Never operate any machine unless all guards and safety devices are in place and in proper operating condition.
- If you are not sure you understand a job or the safe way to perform it, ask your supervisor for instructions before beginning.
- Report all unsafe actions, conditions or equipment.
- Report all incidents or injuries to the supervisor no matter how minor.
- Be watchful of fellow workers as well as yourself.
- Participate through questions and discussion in monthly project safety “tool box” meetings. (First Monday of each month)
- Maintain good housekeeping habits and procedures on the job sites.
- Discontinue work processes which could lead to injury/damage in hazardous weather. Anticipate hazardous weather conditions and secure job site accordingly.
- Perform all work according to Safe Operating Procedures, as safety is a skill – as much a part of your work as your trade.
- Keep all tools in safe working condition. Never use defective tools or equipment.
- Be alert and keep out from overhead loads.
- Do not operate machinery if you are not an authorized operator.
- Do not leave materials in aisles, walkways, stairways, or other points of egress.
- Riding material hoists or other moving equipment is prohibited except on the seats provided.
- When in reach machines with baskets, all employees must wear a harness and be tied off to a cable.
- Guard rails or safety harnesses must be used over 6’ above the ground.
- Keep all OSHA certification cards and SCI training cards with you.

Violation of any of these rules will be cause for immediate disciplinary action.

SECTION III Workplace Control

- Regular surveys of project operations and conditions shall be conducted by the employee to identify principal sources and causes of possible injury and losses due to unsafe methods and conditions.
- Maintain orderly and clean housekeeping conditions to assure maximum safety and efficiency in work areas.

SECTION III.i Job Trailer and Surrounding Area Set-Up Requirements

- OSHA approved first aid kit; including latex gloves.
- Steps and handrails leading to the trailer entrance.
- Emergency fire, police, and medical/hospital phone numbers.
- Fire extinguishers.
- Suitable drinking water, cups, and portable toilets.
- Appropriate highly visible warning signs such as hard hat areas, no trespassing, no smoking, high voltage areas, etc. posted on the job site when needed.
- Trailer shall be equipped with extra hard hats.
- Employee must notify office or management when any of the above are needed.

SECTION III.ii Proper Material Handling, Storage, and Disposal

Housekeeping and maintaining a neat, organized and clean work site must be a top priority from the beginning, including making the following plans and provisions:

- Disposal containers for trash.
- Clean or have cleaned the work area on a daily basis.
- Provide temporary electrical service which has ground fault protection per OSHA requirements. If not available call management immediately.
- All fuels shall be stored properly.

SECTION III.iii Steel Erection Requirements

- Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one quarter of the working length of the ladder. Also, all ladders 3' above the roof line and tied off.
- Lifelines and safety belts, including anchorage, shall be in compliance with OSHA regulations. Lifelines, safety belts, and lanyards shall be used only for employee safety.

SECTION III.iv Roof and Edge of Roof Protection

- Workers on a roof with a ground to eave height of six feet or more who

are working within six feet of the edge of the roof shall be protected from falling. This must include a tie-off system, or a perimeter cable system, or guardrails. When a perimeter cable system is used, they must remain in place until the roofing work is completed, and workers are no longer working on the roof. If roof traffic is contained, controlled and posted by roped-off areas and aisle-ways so that these workers are not allowed to go into certain areas of the roof, then these “off limits” areas do not need to be protected.

- All openings in the roof, mezzanines, floors and elevators must be properly posted and protected. Subcontractors responsible for creating the hazard are responsible for protecting it.
- If trash is being removed from the roof by dropping it below, a guard shall be posted in the area the debris is landing to warn personnel of the operation.

SECTION III.v Other Safety Requirements

- All mechanized personnel lift equipment shall be equipped in accordance to OSHA regulations. Personnel shall be tied off to ALL high lift equipment, toe boards in place, and an operator shall always be at the controls when workers are off the ground in high-lift equipment. No scaffolding shall be permitted off any man lift. Man baskets must be secured to forklifts with positive connections.
- No one will be allowed on the site while under the influence of intoxicants or drugs. **ANYONE VIOLATING THIS WILL BE IMMEDIATELY DISCHARGED.**
- Floor openings will be covered securely or protected with guardrails.
- Guardrails and barricades will be erected and maintained. If removed for access, they will be replaced immediately by the removing party. All excavations over four (4) feet deep must be guarded by a shoring system, sloping of the ground, or stair step the earth.
- Safety meetings will be held monthly. Attendees and minutes of the meetings are to be recorded, including sign-off on understanding and adherence to topics discussed.
- The observance of warning signs shall be required of company personnel and visitors while on the job.
- Hard Hats: All project construction areas with any overhead work being performed will be considered “Hard Hat Areas.” The wearing of

hard hats by ALL employees, subcontractors, and visitors in the construction area will be strictly enforced when applicable.

- No horseplay or scuffling is permitted. Offenders are subject to disciplinary action up to and including termination.
- Report all unsafe practices and conditions to your foreman at once. If not corrected with reasonable promptness, report to the job superintendent. Do not continue to expose yourself to hazardous conditions.
- All protruding rebar and conduit shall be guarded or capped immediately in work areas.
- Familiarize yourself with the fire extinguisher and first aid locations.
- Do not use defective or broken tools and equipment. Use the proper tool or equipment for any job you do.
- Goggles, protective clothing, and footwear must be worn when chipping, grinding, welding, cutting, and working with compressed air, or when necessary to be close to such operations being performed by another.
- Riding on equipment or trucks in an area not designed for riding is forbidden.
- Do not attempt to lift or move heavy loads without adequate assistance. Learn to lift properly. Lift with your leg muscles; not your back.
- Do not try to place speed and the schedule above SAFETY – if all workers will be watchful of everyone else, as well as themselves, accidents can be prevented.
- Always face ladders when ascending or descending. Tie off all ladders and report broken or unsafe ladders immediately.
- Keep clear of swinging buckets, loads, and counterweights. Always barricade appropriate area around machines.
- Only authorized, qualified, trained personnel are permitted to operate specific equipment; follow these regulations: No one but qualified personnel is to make repairs and service electrical equipment.
- Ensure power tools are being maintained and properly used, including electrical cords and guards. All tools must be grounded and double insulated.
- Make sure compressed gas containers are anchored securely.

SECTION IV Accident Investigation Procedures

- View the scene of every accident. The area can change completely

within hours. **Take photos; where possible.**

- Property damage should be held for inspection.
- Secure the names of all parties involved, i.e. property owner, injured party, and witnesses.
- Do not speculate or discuss the incident with people outside the SCI organization.
- Delay can be very costly – start the investigation immediately.
- Fill out required OSHA accident forms on a timely basis.
- Post OSHA 300 forms on the job.
- Any OSHA violations must be posted for the time designated.

SECTION V

APPENDIX

EXHIBIT A
SCHLIPMAN CONSTRUCTION
WEEKLY INSPECTION CHECK LIST

Company Name : _____

Job Site Address: _____

Person in Charge: _____ Date: _____ Time: _____

Person(s) making inspection:

A – Adequate for this job

B – Corrected after inspection

N/A – Not applicable

1. JOB SITE INFORMATION AND SETUP:

- a. Posting OSHA & other job site warning posters, injury records, and hazardous material listings?
- b. Do you have monthly safety meetings?
- c. Is first-aid equipment, stretchers, and emergency phone numbers available?
- d. Are there steps and handrails leading to trailer entrances?
- e. Are you documenting all significant items with respect to safety?

2. HOUSEKEEPING AND SANITATION:

- a. General neatness of workings areas?
- b. Regular disposal of waste and trash?
- c. Projecting nails removed?
- d. Oil and grease removed?
- e. Waste containers provided and used?
- f. Sanitary facilities adequate and clean?
- g. Drinking water provided?
- h. Are portable toilets clean?

3. FIRE PREVENTION:

- a. Fire instructions to personnel?

- b. Fire extinguishers identified, checked, and posted?
- c. "No Smoking" posted and enforced where needed?

4. **ELECTRICAL INSTALLATIONS:**

- a. Main circuit panel covered or posted?
- b. GFCI provided?
- c. Electrical dangers posted?
- d. Are terminal boxes equipped with required covers? Are covers used?
- e. Is ground fault protection devices being provided for cords when when circuits are not GFCI?

5. **HAND TOOLS:**

- a. Proper tool being used for each job?
- b. Inspection and maintenance?

6. **POWER TOOLS:**

- a. Tools and cords in good condition?
- b. Proper grounding?
- c. Proper instruction in use?
- d. All mechanical safeguards in use?
- e. Right tool being used for the right job at hand?
- f. If power actuated tools in use, has operator been instructed how to use it?

7. **LADDERS:**

- a. Ladders inspected and in good condition?
- b. Properly secured to prevent slipping, sliding, or falling?
- c. Do side rails extend 36" above top of landing?
- d. Rungs or cleats not over 12" on center?
- e. Stepladder fully opened when in use?
- f. Metal ladders not used around electrical hazards?
- g. Is ladder slope in compliance with OSHA requirements?

8. **SCAFFOLDING:**

- a. Erected properly?
- b. Will all structural members meet the safety factor?
- c. Are all connections secure?
- d. Are working areas free of debris, snow, ice, grease?
- e. Are workers protected from falling objects?
- f. Is the scaffold plumb and square with cross-bracing?
- g. Are guard rails, intermediate rails and toe boards in place?

- h. Is scaffold equipment in good working order?
- i. Are ropes and cables in good condition?

9. **HOISTS, CRANES AND POWER EQUIPMENT:**

- a. Power lines inactive, removed, or at a safe distance?
- b. All equipment properly lubricated and maintained?
- c. Maintain at least 10' from electrical wires?
- d. Signals understood and observed?
- e. Are inspection and maintenance logs maintained?
- f. Has operator walked around equipment before start of the day?

10. **BARRICADES:**

- a. Floor openings covered?
- b. Roadways and sidewalks effectively protected?
- c. Adequate lighting provided?
- d. Traffic controlled?
- e. Are vests on employees in the work zone?

11. **HANDLING AND STORAGE OF MATERIALS:**

- a. Are materials properly stored, braced and stacked?
- b. Are passageways clear?
- c. Stacks on firm footings, not too high?
- d. Is protective equipment being used when necessary?

12. **EXCAVATION AND SHORING:**

- a. Are adjacent structures properly shored?
- b. Is shoring, sloping, or sheeting used for excavations over 4' deep?
- c. Are roads and sidewalks supported and protected?
- d. Is material stored two feet from excavation?
- e. Is excavation barricaded and lighting provided?
- f. Is equipment a safe distance from edge of excavation?
- g. Are ladders provided 25' apart?
- h. Are equipment ramps adequate?
- i. Are guard rails at edge of floors six feet or more above surrounding areas at 42" and 21" intervals?
- j. Toe rails when necessary?

13. **FLAMMABLE GASES AND LIQUIDS:**

- a. All containers clearly identified?
- b. Proper storage practices observed?

- c. Fire hazards checked?
- d. Proper storage temperatures and protection?
- e. Proper types and number of extinguishers nearby?
- f. Approved safety cans used?

14. WELDING AND CUTTING:

- a. Are operators qualified?
- b. Goggles, gloves, clothing, and shields?
- c. Electrical equipment grounded with GFCI?
- d. Power cables protected and in good repair?
- e. Fire extinguishers of proper type nearby?
- f. Flammable materials protected?
- g. Gas cylinders secured upright?
- h. Gas lines protected and in good condition?

15. PERSONAL PROTECTIVE EQUIPMENT:

- a. Eye protection, face shields?
- b. Respirators and masks?
- c. Hard hats?
- d. Gloves, aprons and sleeves: rubber or plastic, designed to afford protection from alkalis and acids, electricians' rubber gloves with protectors?
- e. Respirators for harmful dust, asbestos, sandblasting, welding (lead paint and galvanized zinc or cadmium)?
- f. OSHA approved safety belt and lanyard?
- g. Appropriate shoes for the work, shirts, long pants, hearing protection?

EXHIBIT B
SCHLIPMAN CONSTRUCTION

ACKNOWLEDGMENT AND AGREEMENT FORM
FOR SUBCONTRACTORS

I have read and understand the safety requirements and information in the Schlipman Construction Safety Program book. I understand and agree on behalf of _____(subcontractor) that implementation of the requirements contained in the Schlipman Construction Safety Program on the _____ project are a part of the Subcontractor's responsibilities to Schlipman Construction on that project. Failure to implement these requirements shall be deemed to be a material violation of that Subcontract.

SIGNED: _____

TITLE: _____

DATE: _____

COMPANY: _____

