

# Safety and Loss Control Program



## **VICTORY CONCRETE CONTRACTORS, INC.**

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# Construction Safety Program

For:

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In Case of Immediate Emergency

Please Dial 9-1-1.

## **SAMPLE SAFETY PROGRAM DISCLOSURE:**

The practice of occupational safety and health and its related regulatory programs are constantly under review and change. Additionally, there are significant differences in professional interpretation of regulatory standards and pertinent occupational safety and health information. In order to prevent costly work related injuries and occupational illnesses with the resulting worker's compensation insurance claims, all employees must be properly trained and held accountable for safety. Employees must understand all known hazards presented in their work environment and be able to respond appropriately to unplanned hazards, which may arise. The responsibility for complying with regulatory requirements and staying current with regulatory issues solely resides with the Contractor.

This sample publication, created on February 24<sup>th</sup>, 2014, provides an example of a written program on workplace safety and health topics and is not intended to take the place of legal or professional assistance. This manual is provided for Illustrative Purposes of Victory Concrete Contractors, Inc's Safety Program and does not supersede the requirements in OSHA Standards. Employers should consult the applicable OSHA Standards for the specific requirements applicable to their workplaces when developing their own customized programs. If legal advice or other expert assistance is required with regard to a specific issue confronting an employer, then the services of a competent professional should be sought accordingly. No representation can be made or responsibility taken by Victory Concrete Contractors, Inc. regarding the completeness, accuracy, or continued validity of the information in this publication.

A written safety program is a living, breathing document and should be updated on an ongoing basis as your company's circumstances change. The accuracy of the information contained in this sample, the implementation of the program and its documentation and requirements, are the sole responsibility of the Contractor.

This program does not address every item in 29 CFR 1926, nor is it intended to address motor carrier safety regulations, environmental safety regulations, or local codes and ordinances. The manual addresses several areas related to the prevention of workplace injuries and accidents faced by employers engaged in "general industry" operations. It is very important to understand that under Federal Law, the Contractor is responsible for compliance with all standards and regulations of OSHA Standards, which apply to your work areas and operations. All employers are encouraged to obtain and become familiar with, a copy of the OSHA General Industry Safety and Health Standards, 29 CFR 1926, published by both the U.S. Govt. Printing Office and several private printing firms. The OSHA web page is also a very valuable resource: [www.osha.gov](http://www.osha.gov).

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# Victory Concrete Contractors, Inc.'s Policy Statement

Safety and Accident Prevention is Everyone's Responsibility. *Victory Concrete Contractors, Inc.* is sincerely interested in the safety and welfare of our employees. Accident prevention is essential in maintaining an efficient operation. The Company's Policy is to provide a safe and healthy place of employment for every employee and to abide by accident governments. These safety rules and procedures are developed to assist in achieving job safety by having no employee accidents. Some of these rules are OSHA Requirements and for these reasons, every employee is expected to abide by the safety rules and procures at all times.

It is our policy that our safety rules and regulations should be strictly observed and adhered to at all times. Although these rules are considered to be very important, it is impossible to publish a rule to cover every circumstance. If a rule that might cover a specific hazard condition has been omitted, that shall be no excuse for disregard of common sense in the performance of your work.

Each Supervisor and foreman is responsible for safety, implementing *Victory Concrete Contractors, Inc.* safety program and training employees in safe work procedures. The superintendent/foreman has the overall responsibility for safety at each location. The Company's Safety Officer has the corporate responsibility and authority for safety and accident prevention.

## **NO JOB OR TASK IS MORE IMPORTANT THAN A WORKER.**

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task. Every procedure must be a safe procedure and follow all guidelines listed herein. Shortcuts in safe procedures, by either foreman or workers, will not be tolerated. If a worker observes any unprotected job, which may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions.

## **IF A JOB CANNOT BE DONE SAFELY, IT WILL NOT BE DONE AT ALL.**

### **Our Futures are only built through our People, We Aim to Protect Them.**

It is the policy of *Victory Concrete Contractors, Inc.* to provide protection and leadership to all employees from unsafe work conditions and practices on the job site. Our employees are considered the most fundamental asset of our operations. Their Safety must be considered first when planning any construction activity. All Employees of *Victory Concrete Contractors, Inc.* have the responsibility to work safely and ensure that fellow workers also work safely on the job to ensure everyone leaves the jobsite unharmed at the end of the day.

**Each Employee is urged to cooperate fully with this policy. Abuse or disregard of this policy is a violation of policy and will be treated accordingly.**

**We should all strive for a record of Zero Accidents.**

**Remember, your help in preventing accidents and injuries benefits you and your fellow employees.**

Frank Zollo, President

Victory Concrete Contractors, Inc.





# Safety Program Outline

The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important assets and that their safety at the worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees.

To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of corporate management, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between corporate management, supervisor and employees, but also between each employee and their fellow workers.

Our concern for safety and health of all human beings is daily, even hourly. We expect every person who conducts the affairs of our company, no matter in what capacity they function, to accept this concern and its responsibility. Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety and health must be observed. Safety equipment cannot be abused or destroyed.

Cooperation between our employees and management in the observance of this policy will ensure safe-working conditions, will help result in accident-free performance and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite down time, material loss and regulatory agency fines (indirect costs).

Management has the authority to procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors and employees accountable for meeting their responsibilities so that essential tasks will be performed.

## Safety Orientation

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Each employee will be given a safety orientation by our Company's Management team when first hired. The orientation will cover the following items:

### Description of the Accident Prevention Program:

- We have a formal written accident prevention program, as described by OSHA's standard and regulations. It consists of this safety orientation, safety meetings, and self-inspections.
- We also have basic safety rules that all employees must follow. They are:
  - o Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or foreman. We will find a safer way for the job to be completed.
  - o Do not remove or disable any safety devices! Keep guards in place at all times on operating machinery.
  - o Never operate a piece of equipment unless you have been trained and are authorized to do so.
  - o Use your own personal protective equipment whenever it is necessary or required.
  - o Obey all safety warning signs.
  - o Working under the influence of alcohol or illegal drugs and/or using them while at work is strictly prohibited.
  - o Do not bring firearms or explosives on to company property or job sites.
  - o Horseplay, running, and fighting are strictly prohibited.
  - o Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping prevents accidents.

## Safety Procedures

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*Victory Concrete Contractors, Inc.* plans to achieve worker safety and health through adhering to the following set forth procedures:

- Using a qualified safety person.
- Assigning a Competent Person to be on site during all work performed by *Victory Concrete Contractors, Inc.*
- Making regular job site safety inspections.
- Enforcing the use of safety equipment.
- Following safety procedures and rules.
- Providing on-going safety training.
- Enforcing safety procedures and rules and using appropriate discipline.
- Conducting and submitting a weekly site inspection report (See Sample included)
- Weekly site inspection report is to be completed by a designated site superintendent.
- Conducting a weekly safety checklist (see sample included) and submitted on a weekly basis.

# Employment with *Victory Concrete Contractors, Inc.*

## Employee Placement

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An employee questionnaire will be completed on each applicant prior to being placed on the payroll.

The applicant will be interviewed by a *Victory Concrete Contractors, Inc.* supervisor that is familiar with the physical and mental requirements for the job. Areas that include prior employment, health records, prior job injuries, and illness will be discussed to assist in determining applicant's capabilities for performing the job. Notes on the discussion can be recorded on the back of the Employee's Questionnaire.

Where possible to do so, telephone reference checks will be made with at least two prior employers.

For employees that will drive a company vehicle or drive their own vehicle and pull the company trailer, a current, valid driver's license is required. The license number and expiration date will be recorded in the employee's file.

A Motor Vehicle Record (MVR) check will be made on the employees described above at the time of employment and at least every two years thereafter. When the MVR shows accidents or violations, the employee's supervisor will counsel this employee to promote a better driving record.

## Indoctrination and Training

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When a new employee is hired, indoctrination training of the employee will be done by the Superintendent to cover such area job, what the company expects from the employee, and *Victory Concrete Contractors, Inc.* Hazard Communication Program to outline any exposures and how to protect against an exposure potential. The same type of training will be completed at any time that new materials used in the operations offer any new exposure potential.

New Employees: The Job Superintendent is responsible for training a new employee in the job expectations, safety rules and procedures, personal protective equipment required on the job and the Company's Hazard Communication Program. When the later training is complete, the Superintendent will give the employee a copy of the employee handout on Hazard Communication then complete a Hazard Communication Training Certificate, and send to the office to be retained.

## Accident Reporting and Discussions

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An employee should report any accident or injury, regardless of how minor the injury is, to the Job Superintendent.

All inquiries concerning an incident/accident/injury/property damage should be referred to the Superintendent. The employee should make no comments, provide no details, or express any opinion as to the cause of the incident, who was at fault, responsibility for, or any intent of the company regarding the incident.

The Superintendent will investigate any personal injury accident, property damage claim, or vehicle accident associated with the job and will complete an Accident Investigation Report. The purpose of this investigation is to assist in preventing this type of mishap in the future. The employee will cooperate fully with the Superintendent in this investigation.

## Accident Investigation

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Every personal injury accident or illness, property damage, and vehicle accident will be investigated by the Superintendent or the Supervisor in charge of the operation. The investigation will be recorded on the ACCIDENT INVESTIGATION REPORT. Every report will be reviewed by the President of the company. Personal injury or illness will be recorded on the OSHA Log 200. The completed Accident Investigation Reports will be reviewed during the monthly Supervisory Safety Meetings.

# Assignment of Responsibilities

*Victory Concrete Contractors, Inc.* is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying hazards that may develop during our work process. It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done. Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties, must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards. Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan a foreseeable emergencies. We will provide initial and on-going training for employees and supervisors. And, we will establish a disciplinary policy to ensure that the company's safety policies are followed.

Below, is a more detailed list of some of the additional safety responsibilities each employee has with our company. Safety is a team effort, so let us all work together to keep this a safe and healthy workplace.

## Corporate Management Safety Responsibilities

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As an active and meaningful participation and support of all *Victory Concrete Contractors, Inc.*'s Safety and Health program is essential for the success of the company, all levels of management will display their interest in the company's safety and health matters at every opportunity. Each manager will establish realistic goals for accident reduction and prevention within their area of responsibility. Each manager will also establish the means and instructions for meeting their goals. In addition, management's responsibility for safety and health include the establishment and maintenance of an effective communication system between workers, supervisors, and management officials. All levels of management are, and will continue to be responsible to assure that the goals and interests of *Victory Concrete Contractors, Inc.* are received and understood by all employees. A more detailed list of responsibilities are as follows:

- Has the overall responsibility for the company's safety program and regularly reaffirms support for loss control activities.
- Insures that all employees are informed of top management's commitment to safety and the abidance of all federal, state, and local regulations.
- Establish company safety rules and programs and provides supervision with the backing, training, and funds to implement these rules and programs.
- Eliminate potential hazards by providing appropriate safeguards, personnel protective equipment and safe work tasks.
- Provide necessary personal protective equipment and enforce its use and care.
- Provide effective training, which is required by the "standards", as minimum for the employees.
- Become familiar with the applicable OSHA Standards (29 CFR 1910 General Industry, and 1926, Construction) and make copies of medical records as well as all safety and health programs available for employees to review.
- Review, consider or approval, and execute appropriate action on safety policies developed by safety committees or safety director.
- Ensure a high level of productivity and safety performance and hold project management and staff accountable.
- Assign an individual(s) [competent person] the authority for the implementation of the safety program at the worksite.

## Safety Coordinator Safety Responsibilities

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- Responsible for implementation and monitoring the safety program. Reviews and maintains current copy of all applicable Federal, State, and local safety and health regulations.
- Implements and monitors safety training programs and provides safety materials as needed.
- Assists site supervision in accident investigations and recommends controls to prevent a reoccurrence. Assures proper notification in the event of an accident.
- Monitor supervisory management and employee activity to ensure that the corporate programs are carried out in a timely manner.
- Shall coordinate safety information between projects/shops to assure that all projects will benefit from each other's efforts.
- Coordinate all safety activities including jobsite inspections, and distribution of safety materials. Perform jobsite inspections periodically and follow up corrective actions.
- Maintain all accident records and complete all required OSHA forms.
- Analyze accident records and show trends.
- Promote safety education on all levels.
- Periodically review safety rules and standards with employees to confirm that the company is meeting its goals and objectives.
- Review with supervisors how to handle emergency procedures at each jobsite location.
- Confirm that all required signs are posted, and bulletin boards are maintained in clear and legible condition.
- Provide a regular report to upper management on the results of the safety program.

## Supervisors/Foremen Safety Responsibilities

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Safety and Health of each employee supervised is a primary responsibility of the supervisors. To accomplish this obligation, each supervisor will:

- Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
- Prevent bad work habits from developing. You are responsible to make daily observations of employees to ensure that they perform their work safely, and continue this observation regularly once safe working habits are established.
- Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove the employee until the condition is safe. Eliminate unsafe conditions and prevent an accident.
- Encourage workers to report unsafe conditions or procedures. Listen to your workers and don't take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager when necessary.
- Set a good example. Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
- Train your employees on the proper safety procedures to follow, including the use of additional safeguards such as machine guards and personal protective equipment.
- Investigate and analyze every accident, however slight, that occurs to any of your employees. Control the causes of minor incidents to help avoid future crippling accidents.
- Complete and file a report on each and every incident and accident that occurs at your jobsite. If you have any questions or require reporting forms, contact your project manager.
- Conduct weekly safety meetings.
- Make safety suggestions.
- Take an active part and participate in safety meetings.
- Non-compliance of these rules as well as other federal and/or state laws or regulations may be legal violations subject to civil and/or criminal penalties.

## Employees

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- Whenever you are involved in an accident that results in personal injury or property damage, no matter how slight, the accident must be reported to your supervisor or other management personnel prior to the end of the work shift. Get first aid promptly.
- Report any condition or practice you think might cause injury and/or damage to equipment immediately to your supervisor.
- Do not operate any equipment, which, in your opinion, is not in a safe condition. Report immediately the condition that you believe is unsafe to your foreman.
- All prescribed safety equipment and personal protective equipment must be used when required and must be maintained in good working condition. It is your personal responsibility to use such equipment. The use of required personal protective equipment is a non-negotiable item.
- Obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your foreman.
- When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, and then raise the load keeping your back as straight as possible. Always get help with heavy or awkward loads.
- Do not engage in horseplay; avoid distracting others; be courteous to fellow workers.
- Always use the right tools and equipment for the job. Use them safely and only when authorized. If you are not familiar with the safe way to use a particular tool or piece of equipment, ask your supervisor. When using your own tools on the job site, make sure all guards, ground pins, etc., are in place.
- Good housekeeping must always be practiced. Return all tools, equipment, materials, etc., to their proper places when you are finished with them. Keep floors clean and passageways clear. Poor housekeeping wastes time, energy, and material, and often results in injury.
- The use of drugs and/or intoxicating beverages on the jobsite is forbidden. Being under the influence of alcohol or drugs when on the jobsite is inexcusable. *Immediate discharge for being under the influence and/or using drugs or alcohol may be instituted.*

**The most important part of this program is the individual employee - YOU!**

**Without your cooperation, the most stringent program can be ineffective. Protect yourself and your fellow workers by following the rules.**

**Remember: Work safely so that you can come home to you family and friends -  
They need you.**

**THINK BEFORE YOU ACT!  
DO NOT TAKE SHORT CUTS!  
THINK SAFETY FIRST!**

# Violation and Safety Assessment Procedure

## Policy Statement for Enforcement of Safety

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All employees are expected to comply with jobsite rules and regulations, and to follow established operating procedures set forth by this company. Violations will not be tolerated and superintendent/foreman will be held accountable for the conduct of their employees.

*Victory Concrete Contractors, Inc.* disciplinary system in support of safety does not exist to punish employees. Its purpose is to help control the work environment so that workers are protected and accident are prevented. The disciplinary system helps ensure workplace safety and health by letting the company's employees know what is expected of them. It provides workers with opportunities to correct their behavior before an accident happens.

The disciplinary system is one of the keys to successfully implementing the company's safety and health program. It ensures that the company's rules and safe working practices are taken seriously by all employees and are actually followed. It lets employees know how the company expects them to operate in relation to the goals of the company's safety and health program. And it lays out the actions the company will take if individuals do not meet the company's expectations. The employees' supervisor and all members of management are responsible for the enforcement of this disciplinary program.

A disciplinary system cannot work in a vacuum. Before the company can hold employees accountable for their actions, the company first has to establish its safety and health policy and disciplinary rules.

Employees need to know the company's position on safety and health and what the company expects of them. They need a clear understanding of the rules and the consequences of breaking those rules. This is true in all areas of work, but it is especially important for worker safety and health.

As a part of the policy statement, and in the employee safety handbook, the company has a written statement setting forth the company's disciplinary policy.

The company Safety Coordinator, company managers and supervisors will always be on the lookout for safety violations and will conscientiously and vigorously enforce the company's commitment to safety. On a company job site, the Site Supervisor has specific responsibility for enforcing company safety rules, policies and safe work procedures.

## Employee Information and Training

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It is important that employees understand the system and have a reference to turn to if they have any questions. Therefore, in addition to issuing a written statement of the company's disciplinary policy, the company has drawn up a list of what it considers major violations of company policy and less serious violations. This list specifies the disciplinary actions that will be taken for first, second, or repeated offenses. The company will use the 5 Step Disciplinary System listed on Page 27 to correct minor "General Offenses."



Disciplinary violations that are grounds for immediate suspension and penalties up to and including termination of employment specifically include:

- Fighting, provoking or engaging in an act of violence against another person on company property;
- Failure to follow written or verbal safe work procedures, company safety rules or authorized posted safety instructions;
- Willful damage to property;
- Failure to wear personal protective equipment (eye protection, hearing protection, safety helmets, etc.);
- Not using safety harnesses and lanyards when fall protection is required;
- Removing and/or making inoperative safety guards on tools and equipment;
- Tampering with machine safeguards or removing machine tags or locks;
- Removing barriers and/or guardrails and not replacing them;
- Failure to follow recognized industry practices;
- Failure to follow rules regarding the use of company equipment or materials;
- Major traffic violations while using a company vehicle;
- Engaging in dangerous horseplay;
- Failure to notify the company of a hazardous situation;
- Theft;
- Violation of company policies regarding alcohol, non-prescription and illegal drugs; and
- Other major violations of company rules or policies.

In the event that the company determines through direct observations, inspections, reviews of documentation and training or by other objective means that a supervisor, manager or authorized person has not performed his or her safety responsibilities, this shall be considered a disciplinary violation, punishable in the same way that misbehaviors explained are punishable.

## Training

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Training can reduce the need for disciplinary action. The company shall instruct employees in the importance of workplace safety and health, the need to develop safety habits, the company's operations, safe work practices, and the hazards they control, and the standards of behavior that the company expects.

The company's employees must understand the disciplinary system and the consequences of any deliberate, unacceptable behavior.

## Supervision

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Supervision includes both training and corrective action. Ongoing monitoring of the company's employees' work and safety habits gives the company's supervisors the opportunity to correct any problems before serious situations develop. In most cases, effective supervision means correcting a problem before issuing any punishment.

Where the relationship between employees and their supervisors is open and interactive, problems are discussed and solutions are mutually agreed upon. This type of relationship fosters a work environment where the need for disciplinary action is reduced. When such action is needed, the parties are more likely to perceive it as corrective action rather than punitive.

## Employee Involvement

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Employees are encouraged to help informally in the enforcement of rules and practices. The intent here is not to turn employees into spies and informers, but to encourage them to be their "brother's keeper" and to watch out for the safety and health of their colleagues. Many employers successfully have encouraged an atmosphere - a company "culture" - where employees readily speak up when they see an easily corrected problem, for example, a coworker who needs reminding to put on safety goggles. Unless the safety violation is so serious that it requires immediate suspension and review for termination, the company's employees deserve the opportunity to correct their own behavior problems. An effective disciplinary system is a 2-way process. Once a problem is spotted, discuss it with the employee, who should be given at least 1 or 2 opportunities to change the behavior or correct the problem. Only after these discussions (and possibly some retraining) should disciplinary action be taken.



## Appropriate Control Measures

Disciplinary actions need to be proportionate to the seriousness of the offense and the frequency of its occurrence. It is certainly inappropriate to fire someone for occasional tardiness. It is equally inappropriate to issue only oral warnings to an employee who repeatedly removes a machine guard. Appendix B provides an example of disciplinary actions in a five-step disciplinary system. Disciplinary procedures should not be instituted without explanation. The company will provide feedback to the employee on what behavior is unacceptable, why the corrective action is necessary, and how the employee can prevent future violations and disciplinary action. In addition, supervisors should take time to recognize an employee who improves or corrects his/her behavior.

## Consistent Enforcement

Workers must realize that safe work practices are a requirement of employment and that unsafe practices will not be tolerated. It is necessary, therefore, that the employer has a disciplinary system that is implemented fairly and consistently. If the company's disciplinary system is to work well and be accepted by the company's workforce, the system applies equally to everyone. This includes subjecting managers and supervisors to similar rules and similar or even more stringent disciplinary procedures. For minor violations, supervisors shall meet with the employee to discuss the infraction and inform the employee of the rule or procedure that was violated AND describe the corrective action needed to remedy the situation.

## Documentation

One key to ensuring fairness and consistency in a disciplinary system is keeping good records. It is in the best interest of both the company and the employee to have written rules and disciplinary procedures. It is just as important to document instances of good or poor safety and health behavior, including discussions with the employee, and to place relevant information in the employee's personnel file.

Documentation serves a variety of purposes. It helps the company to track the development of a problem, corrective actions, and the impact of measures taken. It provides information so the company can keep employees informed of problems that need correction. When the company is evaluating the managerial and supervisory skills of a supervisor, it provides a useful record of how they handled problems.

If warnings, retraining, and other corrective actions fail to achieve the desired effect, and if the company decides to discharge an employee, then documentation becomes even more critical. Conversely, the company will conduct an annual clearing of the personnel files of employees whose good overall safety records are marred by minor warnings. Minor safety violations will be documented in a manner comparable to the example below, and a copy of the form will become part of the employee's personnel record. Three citations can be grounds for termination.

The Safety Hazard Citation format below shall be used to document infractions.

<b>SAFETY HAZARD CITATION</b>	Date:
Name of Violator:	
Location of Violation:	
Type of Violation:	
Signature of Employee Cited:	
<b>A Copy of this Citation will be placed in the employee's Employment File. Three Citations can be considered grounds for termination.</b>	

## Positive Reinforcement

Each supervisor should provide frequent reinforcement of work practices training. Informal observation serves not only to gauge training effectiveness, but also to reinforce the desired behavior. Supervisors should also provide special recognition for the use of safe work practices. When a supervisor periodically observes individual workers at their tasks, he or she should give oral and/or written feedback on what was done safely. OSHA recommends award systems that recognize positive activities rather than absence of injuries. Supervisors and safety managers should be aware that award programs with prizes for hours worked without injury may have the unintended consequence of putting peer pressure on workers NOT to report injuries.

**Victory Concrete Contractors, Inc.  
Employee Disciplinary Action Form**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Day: \_\_\_\_\_

Foreman: \_\_\_\_\_

Time: \_\_\_\_\_

Project: \_\_\_\_\_

**1st Violation**

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

**2nd Violation**

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

**3rd Violation**

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

**4th Violation:      TERMINATION!**

WITHIN A 12 MONTH PERIOD

## Five-Point Discipline System

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- First Violation:** Instruction/discussion concerning violation, proper procedures, and the hazards they control; notation for the supervisor's file.
- Second Violation:** Re-instruction with notation in the employee's personnel file.
- Third Violation:** Written warning describing the violation and actions that will be taken if it reoccurs.
- Fourth Violation:** Final warning; may include violation.
- Fifth Violation:** Discharge.

It is the company philosophy that all employees be trained in proper safety procedures and Employees are expected to follow and adhere to all aspects of the Company's Safety Program. The close observance of all Federal, Local, and Client Rules and Regulations will be monitored at all times.

If there is an infraction of these rules and regulations the following disciplinary action will be taken:

- Minor Infraction:** *Definition: any infraction of government, corporate or client rules that does not have the immediate potential of causing serious damage or injury.*  
1<sup>st</sup> offense- verbal warning from supervisor or management  
2<sup>nd</sup> offense- written notice with notice placed on file  
3<sup>rd</sup> offense- written notice + time off without pay  
4<sup>th</sup> offense- termination of employment
- Major Infraction:** *Definition: any infraction of government, corporate or client rules that does have the immediate potential of causing serious damage or injury.*  
1<sup>st</sup> offense- time off without pay; or termination  
2<sup>nd</sup> offense- termination of employment

# Drug and Alcohol Free Workplace Plan

## Policy Statement

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In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on employees in the workplace, *Victory Concrete Contractors, Inc.* has a responsibility to its employees, and the public at large, to see that its employees are both drug and alcohol free while on duty. This responsibility comes in light of recent studies showing employees who are under the influence of drugs or alcohol while on duty are more likely to cause accidents and injuries to both themselves and co-workers, as well as the public at large. Therefore, *Victory Concrete Contractors, Inc.* is implementing this Drug and Alcohol Free Workplace Policy that includes within its provisions those regulations relating to the testing of commercial vehicle operations (hereafter referred to as drivers).

## Questions Regarding this Policy

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The company hereby designated the President as the person responsible for answering employees' questions relating to the provisions of this policy.

## Employee's use of Alcohol

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The company is committed to ensuring that all employees are not at work while under the influence of alcohol. Therefore, employees of *Victory Concrete Contractors, Inc.* are not to consume alcohol within four (4) hours of reporting to work. Employees are not to report to work or remain at work while having an alcohol concentration of .02 or greater. Employees are prohibited from using or possessing alcohol while they are on duty.

## Possession, Use or Distribution of Illegal Drugs

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The possession, use, purchase or distribution of illegal drugs (meaning those drugs for which there is no generally accepted medical use. IE. Marijuana, cocaine, methamphetamine, etc.) or drug paraphernalia, by an employee in a company vehicle, on a job site, on company property, or during work hours is strictly prohibited. Any employee violating this prohibition will be terminated from employment with this company.

This company has an absolute prohibition against an employee's use of illegal drugs both on and off the work site. An employee's off the job illegal use, manufacture, purchase, possession, or distribution of illegal drugs, or drug paraphernalia, that results in criminal charges being brought against the employee, will result in the employee being requested to submit drug testing and may result in the employee being suspended from work without pay. Any employee who is convicted of a criminal drug statute will be terminated from employment with the company.

## Prescription Medication

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Employees are cautioned regarding the use of prescription medication that contains a warning label stating that the use of that drug may impair his/her ability to safely operate equipment or machinery. Employees may be allowed to work while using such medication if the drug is prescribed by a licensed medical practitioner who is familiar with the employee's medical history and assigned duties, and who has advised the employee that the prescribed drug will not adversely affect his/her ability to safely perform the job.

## Self-Referral

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All employees of the company who consider themselves drug or alcohol dependent and who voluntarily identify themselves as such will be encouraged to get an evaluation by a substance abuse counselor and seek treatment, if that is the counselor's recommendation. The company will provide informational assistance in locating professional substance abuse counseling to any employees who request it.

Employees who undergo drug or alcohol rehabilitation will be expected to do so at their own expense (other than those expenses covered by the company insurance program), on their own time, or during a non-paid leave of absence, approved by the company. Arrangements may be made to allow an employee to use vacation time during any such level of absence.

Employees who demonstrate successful progress, or completion of a recommended course of treatment, may return to work after taking and passing a drug and/or alcohol test. Any such employee returning to work after treatment will be expected to comply with all aspects of this drug/alcohol testing policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result or to avoid taking a drug test when requested to do so under the terms of this policy.

## Drug and Alcohol Testing

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### Pre-Employment Testing

All prospective employees will take and pass a drug test as part of the application process. Applicants with a current commercial driver's license and medical certificate will be considered as drivers subject to DOT regulations. All other applicants will be tested and documented following Company protocol. Furthermore, all prospective drivers (meaning those employees required to carry a commercial driver's license in order to perform the functions of their job) must disclose to the company all previous employers for whom they have worked as a driver within the past three (3) years. The company will then request from those employers information regarding any incidents where the prospective driver has tested positive for illegal drugs or alcohol, or refused to test within the previous three (3) years. In the event that the company received information from a past employer that the prospective driver has tested positive for drugs or alcohol within the previous year, that prospective driver will not be offered employment, or his/her conditional employment with the company will be terminated.

Any driver that is found to have previously tested positive for illegal drugs or alcohol in the past three (3) years and who is hired by the company must show that he/she have been evaluated by a Substance Abuse Professional and he/she was found not to be drug or alcohol dependent. The company will ensure that any follow-up tests of such drivers are conducted as required by DOT regulations.

### Reasonable Suspicion

The company will require an employee to submit to an alcohol and/or drug test when there is reasonable suspicion to believe that the individual is in violation of Company policy on alcohol consumption and/or controlled substance abuse, or in the case of commercial drivers that they are in violation of Federal Motor Carrier Safety (FMC) DOT Regulations under Title 49 Part 382 Subpart B Prohibitions. Determination of reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, and may include the indications of the chronic and withdrawal effects of controlled substances. The decision to test will be made by a supervisor or other company official trained in recognizing the physical, behavioral, speech, and performance indicators of probable alcohol misuse, and use of controlled substances.

## Post-Accident

Any employee involved in a work related accident resulting in injury or damage will be tested for alcohol and controlled substances. If the accident involves a commercial motor vehicle operating on a public road in commerce the driver will be tested in accordance with requirements of Federal Motor Carrier regulations. The motor carrier requirements are mandated if the commercial vehicle accident on public road in commerce results in (1) human fatality; or (2) if the driver receives a citation, and (a) bodily injury with immediate medical treatment away from the scene is required or (b) disabling damage to any motor vehicle requires tow away. Accidents not classified under DOT regulations will result in testing under company testing protocol and not DOT.

Alcohol and substance abuse tests will be performed as soon as possible after the accident. Where DOT regulation procedures apply alcohol testing shall be performed within 8 hours of the accident, and controlled substance tests within 32 hours or earlier.

An employee who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of relevant hospital reports, or other documentation, that would indicate whether there were drugs or alcohol in their system at the time of the accident. Any employee required to be tested under this section must remain readily available for such testing and may not consume alcohol within eight (8) hours of the accident.

Employees who are involved in a work related accident requiring medical attention are to inform their supervisor of the accident as soon as possible so that any needed drug or alcohol test may be promptly conducted in conjunction with their medical treatment.

## Random Testing

For the purpose of random alcohol and substance abuse testing *Victory Concrete Contractors, Inc.* employees are divided into two classes. Those regulated under the DOT regulations for commercial drivers; and all others. Employees with valid CDL licenses and medical certificates will be considered to fall under the regulations for commercial drivers. They will be subject to random testing in accordance with requirements of DOT and will be selected from their class at the rate required by regulation for alcohol and for substance abuse testing. All other employees will be randomly selected for testing from their class separate from DOT regulated class. Testing of non-commercial drivers (other employees) will be conducted based on Company procedures as opposed to DOT mandated procedures.

*Victory Concrete Contractors, Inc.* will retain the services of an outside alcohol and substance abuse testing service company to manage the employee class census and to conduct computer generated random selections for testing.

## Specimen Collection Procedures and Test Results Notification

### Adulteration or Submission of a Concealed Specimen

If, during the collection procedure, the collection monitor detects an effort by an employee to adulterate or substitute a specimen, a second specimen will be requested. Regulations governing commercial drivers require the second urine sample collection be observed. Both the first and second sample will be utilized. If a second specimen is provided, that specimen will be tested. If the request for a second specimen is refused, the collection monitor will inform the company officials of the employee's refusal to submit a true specimen.

### Diluted Test

In the event that a prospective or current employee submits a specimen that the laboratory later identifies as a diluted specimen, the company will advise the employee of that result and request that employee submit a second specimen. The donor will be advised by the company not to drink any fluids prior to the second test.

A diluted urine sample will be treated as a positive test until results of a second test is received. No employee will be permitted to operate equipment or work at safety sensitive functions until the second test results are received. If non safety sensitive tasks are not available the employee will be suspended without pay until the results of the second test are available.

## Drug/Alcohol Specimen Collection Procedures

All testing for illegal substances will be performed by the testing of an employee's urine specimen. Testing for commercial drivers will utilize the split specimen collection procedure. Under that procedure, each driver will have his/her urine specimen sealed in two separate containers both sent to a SAMHSA certified laboratory for testing. If a driver's first specimen test positive, that driver may request, within three (3) days of the positive notification that the other specimen be tested at a second laboratory. This second test will be done at the driver's expense, unless the second test comes back negative. During the time the second specimen is being tested, that driver will be suspended without pay. Any driver who has a test come back negative will be given back pay for the duration of the suspension. All specimen collections will be conducted by personnel that have been instructed and trained in collection and documentation procedures in accordance with DOT regulations and Company policy.

Alcohol testing will be done by the use of an evidential breath testing device or a saliva test. *The cut-off for alcohol concentration will be on two levels.* Any employee who tests above a level of 0.02 BAC but below 0.04 BAC will not be allowed to work for at least 24 hours. Any employee who tests 0.04 BAC or above will be considered to have tested positive and disciplinary action will be taken according to company policy.

Any specimen that screens positive for the presence of illegal drugs will be confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method. Any non-commercial driver class employee who tests positive for illegal drugs may request the same specimen be retested at their expense. This request must be conveyed to the company within 48 hours of the employee being notified of the positive test result.

## Notification of Test Results

All drug test results will be forwarded to the company through the contracted drug/alcohol testing company, as the representative of the Medical Review Officer (MRO). Prior to the company being informed that a prospective or current employee has tested positive for illegal drugs, the employee will be offered an opportunity to personally discuss the positive drug test with the MRO or his representative. The MRO will follow up on such information as is deemed appropriate.

Any employee who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified, the employee's test result will be reported as negative. If, after consideration of the matter, the MRO finds no reason to doubt the validity of the positive test, the result will be conveyed to the company contact.

## Refusal

No employee shall refuse to submit to a post-accident test for alcohol or controlled substances, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a return to duty alcohol test.

Refusal to test is defined as followed:

- Failure to appear to test within a reasonable time.
- Failure to remain at the testing site until testing is completed.
- Failure to provide a urine sample.
- Failure to permit observation or monitoring of provision of sample if required.
- Failure to provide sufficient amount of urine when directed and medical evaluation does not determine medical reason for failure.
- Declining to take a second test if directed.
- Failure to undergo medical evaluation for "shy bladder" if requested.
- Failure to cooperate with any part of the testing procedures such as request to empty pockets or in a confrontational way that disrupts the process.

**REFUSAL TO TEST SHALL BE INTERPRETED AS A POSTIVE TEST RESULT**

## Effects of Testing Positive for Drugs or Alcohol

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Any prospective employee who tests positive for illegal drugs will not be offered employment. Any current employee that tests positive for illegal drugs, or alcohol as defined below may be terminated from employment with *Victory Concrete Contractors, Inc.*

For purposes of this policy, an employee tests positive for alcohol when the employee's blood alcohol concentration (BAC) is .04 or above. Any employee that tests twice between .02 and .039 in a year's time will be treated as the equivalent of testing positive for alcohol.

## Searches

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The Company's property and all equipment, furniture and personal property maintained thereon is the sole and exclusive property of the Company. The Company reserves the right to inspect the Company property, desks, lockers, storage areas, file cabinets, containers, vehicles, packages, and employee common areas at any time on a random basis with or without any advance notice. Law enforcement agencies will be contacted if illegal activity is suspected or if illegal substances are found.

The Company reserves the right to conduct unannounced searches of any or all of the Company's property. Such inspections may be conducted during or after business hours and in the presence or absence of Company employees.

Where the Company has reason to believe a Company employee is violating any aspect of this plan, that employee may be requested to submit immediately to a search of any personal property located on the Companies premises or facilities, including the inspection of personal vehicles.

Entry onto the Company's property, including parking areas, is deemed consent to an inspection of vehicle, and personal effects at any time while entering, on, or leaving the property.

**Company employees who refuse to consent to such a search will be immediately discharged.**



# Safety Meetings and Training

The Job Superintendent is responsible for providing indoctrination and safety training for all new employees. This training will include: company safety rules and procedures, required personal protective equipment and the *Victory Concrete Contractors, Inc.*'s Hazard Communication Program. Employees will be provided with a copy of the Safety Rules and Procedures and the employee handout on the Hazard Communication Program.

After inspecting a job site, the safety person or other designated person will identify and evaluate all potential hazards for the probability of an accident and the injury severity potential. This person will also appraise the skill and knowledge levels of exposed workers. Appropriate training will be given by the safety person or other designated person(s) and will point out any possible hazards and explain necessary precautions. The higher the hazard, the more detailed the training will be.

Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained. These records will be turned in weekly to the respective Project Manager of *Victory Concrete Contractors, Inc.*

## Job Site Safety Meetings

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The Superintendent will conduct an on-the-job safety meeting each Monday. The meeting should last no longer than fifteen minutes. Topics for the meeting should be timely and may include: Accidents/Injuries/Near Misses and what needs to be done to prevent accidents from reoccurring; review of safety rules not being followed; proper use and care of personal protective equipment; input from employees on how job safety can be improved; new products/methods being used; safer methods to utilize on the job; and other appropriate topics.

The Superintendent will record the meetings as to topics discussed, date, and attendance by obtaining employee signatures. The original should be sent to the main office with a copy retained with the job documents. All employees are expected to attend and participate in the weekly job safety meetings. Areas that concern safety on the job should be brought forward during these meetings.

## Supervisory Safety Meetings

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Top Management will plan and arrange for meetings to be held once each month. Top management and all supervisors will attend and participate in this meeting to review jobsite accidents, near misses, required training, unsafe conditions/acts noted on safety inspections, etc.

## Safety Inspections

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The Job Superintendent will complete an inspection from a safety stand-point at the start of each new job and on Monday morning of on-going jobs. Areas to check would include, but should not be limited to, proper tools on the job site to do the job safely, any unusual hazards, such as stumbling hazards or fall exposure, any overhead objects that could fall on, any special personal protective equipment needed or special procedures due to job location, areas-operations known to have contributed to employee accidents in the past, and other items that may be particular to the job or location. The results of each internal inspection will be recorded on the JOB SITE INSPECTION FORM.

# Weekly Project Safety Meetings

*We believe that there is no magic formula for the prevention of accidents - hard work and perseverance are required, with the crew leader being the key to a successful result.*

## Purpose

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To assist in the detection and elimination of unsafe conditions and work procedures.

## Weekly Meetings

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These meetings should be held in accordance with the various circumstances involved or when necessity dictates. No set pattern will suit all cases. It is mandatory that the leader talk weekly on accident prevention and immediately on occurrence of an unsafe act.

- Safety Meetings shall be held at least once a week.
- The attendance and subject(s) discussed shall be documented and maintained on file for one year.
- Copies of the minutes should be made available to the employees by posting or other means.

## Scope of Activates

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- Conduct in-house safety inspection with supervisor concerned.
- Accident investigation to uncover trends.
- Review accident reports to determine means or elimination.
- Accept and evaluate employee suggestions.
- Review job procedures and recommend improvements.
- Monitor the safety program effectiveness.
- Promote and publicize safety.

## How to Hold a Safety Meeting

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- Be certain everyone knows the time and place of the safety meeting.
- Insist that everyone attend. Before the next meeting, remind those that were late or failed to attend, that attendance is not an option.
- The topics for the Weekly Safety Meetings will be established by the Safety Committee.
- Start the meeting on time.
- Don't waste time - give the meeting your undivided attention.
- Use handouts or posters to illustrate your topic.
- Discuss current job site safety events, accidents and close calls.
- Encourage employees to discuss safety problems as they arise. Do not save safety concerns for the meeting and allow some time for employee questions or input at the end of the meeting.
- Invite managers and owners to speak. Ask fellow employees to speak on a safety topic.
- If you prevent one accident, it is time well spent. Your topic may be the one that some employees have heard many times, but there may be one person who is new or has never been told of the safety requirements for that topic. Repeating topics several times using the course of a project is beneficial as long as it applies to the work being done.
- Follow-up on employee concerns or questions and get back to them with the answers before the next meeting.
- Be certain to document the attendance and the topics discussed.

**VICTORY CONCRETE CONTRACTORS, INC.**

11924 West Forest Hill Boulevard - Suite # 10A-261

Wellington, Florida 33414

Office: (561) 227-9577

**Safety Check**

<b>Contractor:</b>	<b>Date:</b>	<b>Time:</b>
<b>Foreman:</b>	<b>Project Name:</b>	
<b>Trade:</b>	<b>Project No.:</b>	

**FOREMAN:** Please complete this form with your men and return it to the Project Manager by FRIDAY of each week.

Note: If conditions change, this plan should be reviewed

<b>TASKS</b>	<b>HAZARDS</b>	<b>PREVENTION</b>
What are your Scheduled Work Activities for this week?	List any potential hazards associated with tasks	What are we going to do to prevent accidents and injuries?

**Meeting Attendees** (please print legibly)


OTHER CONSIDERATIONS: Will other trades be affected by your work? Has the qualified person been identified?

Have all the equipment and tools been inspected to assure they are functioning properly?

Has the competent person been identified? Is there enough personal protective equipment and safety equipment for everyone that needs it?

VICTORY CONCRETE CONTRACTORS, INC.  
 11924 West Forest Hill Boulevard - Suite #  
 10A-261 Wellington, Florida 33414 Office:  
 (561) 227-9577

## Site Inspection Report

<b>Owner:</b>	<b>Time:</b>	<b>Date:</b>
<b>Project Name:</b>	<b>Job Superintendent:</b>	
<b>Project Number:</b>	<b>Project Manager:</b>	

<b>Item Inspected</b>	<i>Acceptable</i>	<i>Not Acceptable</i>	<i>Corrected during Inspection</i>	<i>Not Checked</i>	<i>Not Applicable</i>	<b>Comments/Remarks</b>
<b>Signage/Posting/Logs</b>						
Building Permit Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Manual on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MSDS Log & Sheets Current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bi-weekly Safety Meeting Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Numbers Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation Procedures Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Area Signs Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Smoking Signs Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Emergency Phones/Fire Alarms</b>						
Phone Located/Accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pull Box Located/Accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First Aid Supplies</b>						
On Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Readily Accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stocked Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Extinguishers</b>						
Adequate Number (1 per 3,000 SF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operable and Accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service/Inspection Card Current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping</b>						
Building/Work Area Clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Egress Path Clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tripping Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solvents Stored Properly/No Spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eating Areas Clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Site & Roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Office/Trailers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Personal Protection</b>						
Hard Hats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eye Protection, Work & Correct Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WorkBoots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respirators/Dust Masks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fall Protection</b>						
All workers above 6ft are protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Correct Equipment, Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Use, 5,000LB tie-off points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ladders</b>						
In Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stepladders open, not on top 2 steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Straight ladders secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Side Rails 36" above the landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Scaffolding</b>						
Legs resting on substantial base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Components free of damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffold plumb, has cross bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Guardrails or fall protection above 6ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All working surfaces are fully planked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plants are scaffold grade, no cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Proper Barricades</b>						
Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wall openings lower than 39"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor Openings (labeled and secured)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Rails at Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signs Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lighting</b>						
Adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bulbs protected, not burned out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical</b>						
Electrical Equipment & Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension Cords/Tool Cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GFI's in use and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Equipment</b>						
Manlift Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forklift Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operator-Card (Manlifts/Forklifts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crane Use, Including Tag Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crane Daily Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other power equipment/vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Proper Lifting Methods</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Welding/Cutting</b>						
Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Condition/Grounding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flash Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Extinguisher Adjacent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Required Hot Work permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weld Leads & Torch Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Backflow preventors on torch kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustibles protected within 35ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lockout - Tagout</b>						
One lock per exposed worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tags filled out properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Confined Spaces</b>						
Air quality monitored & documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confined space permit used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers trained in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency retrieval system available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Excavations</b>						
Slopped properly or shored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders provided when required, less than 25ft. Of lateral travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dirt not stored within 2 ft of edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adjacent structures, roads, and sidewalks protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excavation monitored by a competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shoring designed by qualified person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Demolition</b>						
Area checked for asbestos, lead, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protection for other buildings/personnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dust Controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material Chutes used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Site Review</b>						
Storm water drainage maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
fencing/gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMMENTS/NOTES:</b>						

This Safety Inspection Check-List was Reviewed by: \_\_\_\_\_

Print \_\_\_\_\_

Signature \_\_\_\_\_

# Weekly Safety Meeting

<b>Date:</b>	<b>Supervisor Conducting Meeting:</b>
<b>Project Name:</b>	

Review all Weekly Projects and Weekly Equipment Safety Inspections conducted since the last Weekly Tailgate Safety Meeting. Discuss each safety concern or hazard noted and action taken to correct it. List inspection type and date.

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Review items referred to employees from the Company's Safety Committee:

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Review any citations and action taken to correct:

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Review all accident or near miss evaluations since last weekly meeting. Describe the occurrence, address, cause of the unsafe act or unsafe condition, and action taken to correct the hazard. List below the incident discussed by date, type and corrective action:

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Request employees to report any observed unsafe conditions or practices:

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Report on evaluation and action taken on any unsafe condition or practice reported by employees in the previous week:

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Employee Elected to participate in weekly safety inspections: \_\_\_\_\_

## MEETING ATTENDANCE:


\_\_\_\_\_  
Supervisor Signature:

# Monthly Jobsite Safety Audit Form and Instructions

## Purpose

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As a part of our overall safety system, *Victory Concrete Contractors, Inc.* has developed a monthly safety audit checklist to help maintain a safe and healthy workplace.

## Instructions

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This checklist is meant to be used in conjunction with the accompanied instruction sheet and shall be performed on a monthly basis. This checklist shall be used by the safety coordinator, superintendent, foremen and any other applicable person to help keep our jobs safe and free of hazards.

This checklist also provides a way to oversee multi-safety points of emphasis and understand what needs to be done to maintain compliance with our company as well as local and state entities. The instruction sheet is meant to guide one through what is expected of each section and should provide them with answers to specific questions.

## Conclusion

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It is the intent of *Victory Concrete Contractors, Inc.* will be able to maintain a safe workplace at all times and this checklist is meant to assist in that endeavor. If any questions arise while working with this checklist or any assistance is needed, please contact the safety coordinator.



# Procedure for Accidents, Injury, Illness or Near Misses on the Job



## Purpose

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The following procedure outlines the steps to take if an accident/injury/illness happens on the job.

## Procure for Emergency Accident/Injury/Illness

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- Owner or Supervisor is to take charge immediately.
- Call 9-1-1- or the area's emergency response number if an injury or illness requires emergency treatment or transport.
- Render Good Samaritan first aid if possible.
- Arrange for transportation (ambulance, helicopter, company vehicle, etc.)
- Notify Safety Manager and top Management if not already present.
- Do not move anything unless necessary to protect the injured pending an investigation of the accident.
- Remain with the injured person until relieved.
- When the injured/ill person's immediate family is known by the management or supervisor, they should properly notify these people, preferably in person, or have an appropriate person do so.

## Procure for immediately after Accident/Injury/Illness

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- Contact the Safety Manager, General Superintendent, and/or the President/Vice President of the company as soon as the situation is stabilized.
- Arrange for drug and alcohol testing in accordance with company compliance.
- Minor injuries including those that do or do not require offsite medical attention, and Near Misses must be documented and investigated. After the emergency actions following an accident, an **Incident Investigation Form** must be prepared, and an investigation of the accident conducted by the immediate supervisor or the site superintendent.
- Major injuries (fatality or multiple hospitalization): The Corporate Office will notify the Department of Labor and Industries, or OSHA (depending on jurisdiction) as soon as possible (must be reported within 8 hours), and assist in conducting the incident investigation.

## Incident Reporting Procedures

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*Victory Concrete Contractors, Inc.* believes consistent incident reporting procedures can help identify problematic and unsafe operations as well as increase safety in the workplace. Therefore, it is imperative that we institute and consistently use specific procedures for reporting incidents and near misses.

- Contact Upper Management to review circumstances of the incident/equipment damage.
- The managers will discuss the situation to determine if the situation should be classified as an incident or operational damages and if that information should be sent to the safety committee for review. Once this information is determined the supervisor will be instructed on the correct procedures to perform and one of the above managers will input the information on the Master Reporting Form.
- If it situation is deemed non-operational and an incident form/investigation is requested by one of the above managers, all appropriate incident investigation measures shall be performed. These measures shall include but is not limited to the following:
  - o The incident investigation form shall be filled out in its entirety following the Incident Investigation Form Instructions contained in the Safety Manual.
  - o Pictures shall be taken of any and all equipment damages as well as the surrounding area if needed.
  - o Witnesses must be interviewed and all information gained from them documented.
  - o Drug and alcohol testing must be performed whenever there is an incident investigation sheet filled out.
  - o Any other documentation or paperwork that would help in the investigation should be sent in.

## How to exit the workplace during an emergency

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An evacuation map for the building is posted on each job site. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

## Fire Emergency

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Fire extinguishers will be covered as a part of this orientation. If you discover a fire, immediately dial **9-1-1** and find your supervisor and alert them of the fire. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. If the fire grows or there is thick smoke, do not attempt to fight the fire. Alert and advise other employees and persons to evacuate the area immediately. Follow the evacuation map and go to the designated assembly area outside of the building.

## Identification of hazardous chemicals

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Safe use and emergency actions to take following an accident exposure:

- We use a limited number of chemicals. You will receive a separate orientation as a part of our chemical hazards communication program on the hazards of these chemicals before you work with them or work in an area where they will be used.

# Incident Investigation Form Instructions

## Purpose

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A form developed to report and record all injury/illnesses or equipment incidents as directed by upper management involving any employee, or sub-contractor's employee. This form should also be used for any near miss incidents.

## General Instructions

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This form is to be completed by the Superintendent or Foreman of the involved employee(s). Complete all information on the form that applies to the incident and have it faxed in to the home office within **24 hours** of the incident. Use the back of the form or add pages to complete the investigation. Ask witnesses for their input. Remember detailed information is important so that proper conclusion as to the cause of the incident can be determined. The investigation is not complete until a review of the incident and information has been conducted by the Superintendent and a satisfactory corrective action plan has been established. The employee will not return to work until the investigation has been completed and the Superintendent has determined that it is safe and prudent for the employee to return. Make sure to fill out all applicable sections of the form and all parties sign the document. There will be no resolution to the incident until the form is complete.

## Drug and Alcohol Testing

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Certain situations demand that immediate corrective action be taken. Do not allow anyone to be put in harms way until this situation is properly resolved. The employee will not return to work until results from the drug and alcohol testing have been received and the results indicate that the employee is drug free.

## Near Misses

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Also use this form when there is a near miss. Recording and investigating near misses is a way to keep track of dangerous circumstances or trends that may be able to be addressed and eliminated. Discussing near misses is also a way to avoid the same potential problem from occurring again to someone else. *Victory Concrete Contractors, Inc.* understands near misses occur and will forgo any punitive measures for reporting of near misses. Utilizing near miss information is a good way to keep accident/incident records at a minimum and improve and maintain safety overall.

## Safety Review

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Keep a copy of the incident investigation form to review at the weekly tailgate meeting. It is company policy that each incident will be reviewed with all employees on the project at the next tailgate meeting or earlier if appropriate.

The following offices and committees have review responsibilities: Vice President, Safety Manager, Equipment Manager, Human Resource Manager and Safety Committee. The incident investigation form and other documentation including pictures shall be given to the Project Manager within 24 hours of the incident.

Victory Concrete Contractors, Inc.  
**INCIDENT INVESTIGATION FORM**

Incident Type (check one):  Injury  Illness  Incident  Equipment Damage  Near Miss

Employee's Name: \_\_\_\_\_ Date/Time of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ AM/PM

Name of Witnesses: \_\_\_\_\_

Describe the Incident: \_\_\_\_\_

EXPLAIN: What part of the body was affected? \_\_\_\_\_

Other details of the incident: \_\_\_\_\_

Type of Injury/Illness: \_\_\_\_\_ Was first aid required?  YES  NO

Did the accident require a doctor's treatment?  YES  NO

Hospital/Physician providing treatment: \_\_\_\_\_

Address and phone number: \_\_\_\_\_

Will this be a lost-time case?  YES  NO Date/Time of next doctor's appointment: \_\_\_\_\_

Was the employee instructed to keep the company informed of his/her progress?  YES  NO

If not, why? \_\_\_\_\_

Was this employee competent and skillful in his/her job?  YES  NO

Was this employee trained effectively?  YES  NO

Do they require or would they benefit from additional training?  YES  NO

Incident result of:  Equipment Failure  Employee Error

Operator Drug Test required?  YES  NO Drug Test obtained by: \_\_\_\_\_

Operator Alcohol Test required?  YES  NO Alcohol Test obtained by: \_\_\_\_\_

Disciplinary Action Required?  YES  NO

Action Taken to Prevent Re-Occurance: \_\_\_\_\_

Does the incident indicate change in operational procedures required?  YES  NO

Does the incident indicate change in training procedures required?  YES  NO

Explain any changes required: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments:  Photographs  Witness Statements  Inspection Reports  Work Orders  
 Other: \_\_\_\_\_

# Safety Bulletin Board Postings

## Purpose

To make conveniently available information that may be required by employees or others at project work sites.

## Procedure

*Victory Concrete Contractors, Inc.* and regulation requirements posting of the following items:

- Current all-on-one poster covering federal and state safety, health, and labor posting requirements.
- Shop Wages Schedule
- Davis Bacon Wage Schedule (on federally funded projects)
- Health and safety citations (if any)
- Location and directions to your nearest emergency medical treatment facility including:
  - o Jobsite location information
  - o Life flight phone number
  - o Latitude and longitude location of the worksite
- Emergency assistance contact phone numbers including:
  - o The on-site *Victory Concrete Contractors, Inc.* employee with drug testing credentials
  - o The nearest mobile drug testing firm
  - o List on-site employees with “competent person” training
- Project Hazard Analysis and Work Plan
- Most recent weekly safety meeting form with comments.
- OSHA 300 summary of injuries and illnesses for the previous year (post from February 1 - April 30)
- “Shop Van” Item Locations (in shop van displayed in 3-ring binder)
  - o *Victory Concrete Contractors, Inc.* Safety Manual
  - o Monthly safety committee minutes (including safety suggestions, responses and recent incidents)
- Any other items that may be required for posting by regulatory agencies or others. Examples include, but are not limited to:
  - o Dual Employee Poster
  - o Copy of subcontractors EEO Policy
  - o DBE Hotline Poster

The following items noted above shall be posted and maintained in current formats on the bulletin boards located outside on the shop vans. If no bulletin board is available the information and materials shall be maintained in a 3-ring binder in the project superintendents work truck. The “shop van” items shall be placed in a 3-ring binder in an easily accessible location. The binder must be labeled so as its contents are easily identified by an employee trying to access it. All employees are to be advised where all of these contents may be located.

# General Safe Work Practices for Construction

## Personal Protective Equipment

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- Suitable clothing must be worn: long pants, company tee shirt and adequate footwear must be worn at all times.
- Hard hats, safety glasses or goggles must be used when a potential hazard exists.
- Hearing protection must be used in high noise areas.
- Gloves will be used as needed.

## Housekeeping

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- Always store materials in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of everyone's job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.

## Other General Safe Work Practices

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- Avoid shortcuts - use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to materials.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tools for the job.

## Fall Protection

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- Fall hazards of 10 feet or more will be outlined and addressed in our jobsite fall protection work plan.
- Fall hazards less than 10 feet will be protected by covers, guardrails, or other methods and will be addressed in our self-inspections and safety meetings.
- Standard guardrails must be erect around all floor openings and open-sided surfaces. Contact your supervisor for the correct specifications.

## Motorized Vehicles and Equipment

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- Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- Always be seated when riding authorized vehicles (unless they are designed for standing).
- Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
- Always use your seat belts in the correct manner.
- Obey all speed limits and other traffic regulations.
- Always be aware of pedestrians and give them the right-of-way.
- Always inspect your vehicle or equipment before and after daily use.
- Never mount or dismount any vehicles or equipment while they are still in motion.
- Do not dismount any vehicle without first shutting down the engine, setting the parking break and securing the load.
- Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
- Each operator must be knowledgeable of all hand signals and obey them.
- Each operator is responsible for the stability and security of his/her load.
- Prior to performing work on or around Powered Industrial Trucks (forklifts) employees will receive training in the following:
  - o Forklift safety hazards
  - o Types of forklifts (powered industrial trucks)
  - o Forklift operator training requirements

# First Aid Training Program

## Purpose

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The purpose of the First Aid Training Program is to assure that there are a number of employees at all work sites with first aid training, that there are adequate first aid supplies on hand for reasonably anticipated job injuries/illnesses, and that the phone numbers and locations of treatment facilities are readily on hand.

## Objectives

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To meet the above objectives, the following procedures will be followed:

- All employees with three (3) or more year's seniority with the Company and all supervisors will be required to maintain currency, and certification in First Aid and CPR. Accordingly, the Company will either provide the class, or reimburse the employee for the cost of the class; and pay the employee four (4) hours straight time wage for taking a combined class, or two (2) hours straight time wage for taking a CPR class. Travel time, if any, shall be the employee's responsibility.
- All employees with less than three (3) years seniority with the Company will be encouraged, but not required to obtain and maintain currency in First Aid and CPR. Those with less than three (3) years seniority will be reimbursed the cost of the class attended. However, time to attend the class, or travel time to and from the class will be the employee's responsibility and will not be compensated.
- Valid first aid cards shall include both first aid and cardiopulmonary resuscitation (CPR) and have not reached the expiration date.
- In order to receive reimbursement for class tuition, the class must be pre-approved by the Human Resources Manager, and evidence of re-certification must be forwarded to the Human Resources Department upon completion. First Aid instructions and recertification must be accomplished every two (2) years. CPR instruction and recertification must be accomplished annually.

## First Aid Kits

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First aid kits shall be maintained in accordance with the requirements of the construction safety standards as defined by OSHA or other applicable agencies.

Each facility and project shall maintain at least one (1) industrial size first aid kit which shall be located in either the shop van or the office van. In addition there shall be a truck sized first aid kit in each supervisor's vehicle (including the project engineer, superintendents, and foremen), each maintenance and oiling truck, and the grade checker's vehicle.

Each *Victory Concrete Contractors, Inc.* employee who operates a vehicle which contains a company issued first aid kit shall be responsible for maintaining that kit in satisfactory condition in the following ways:

- Periodically check the kit to ensure it doesn't contain expired items.
- If you use something in the kit, get it replaced.
- If the kit needs to be updated, order another one from the main office and retain your current kit until you receive an updated one.

# Fall Protection Policy

*Victory Concrete Contractors, Inc.* standard Fall Protection Safety Policy is to provide safety standards specifically designed to cover fall protection on the job and all employees are expected to adhere to this policy as well as OSHA's Fall Protection Regulations. It is required to provide documentation to ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan, and in accordance with OSHA's fall protection regulations, prior to the start of any work. This fall protection plan addresses the use of all protection at a number of areas on the project. These activities may include:

- Excavations
- Erections, Leading Edge Work or Unprotected Sides
- Unprotected Openings

This plan is designed to enable employers and employees to recognize the fall hazards on the job and to establish the policies and procedures that are allowed to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces. Each Employee shall have authority and responsibility to stop work when, in their opinion, they witness unsafe work or working conditions. The Employee shall stop work immediately and notify their foreman or superintendent. The group shall meet to come up with a plan of action to correct the unsafe work condition and implement the plan prior to commencing with the work.

Safety policies and procedures on any project cannot be administered, implemented, monitored or enforced by any one individual. Everyone on the project is empowered and accountable for Safety. A safe, accident free work environment can only be accomplished with rigorous effort of every individual involved with the project from the management down to the laborer. Each employee must understand their role and value to the success of the project. Each employee must take safety personally and understand how they can administer and monitor the compliance of the safety policy and procedure.

## Required Fall Protection Situations

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### Excavations

- Excavations greater than 6 feet deep shall be protected from falling using one of the following methods: guardrail systems, fences, or barricades.
- Where walkways are provided across excavation deeper than 6 feet guardrails will be provided on the walkway.

### Erection, Leading Edge Work, or Unprotected Sides

- All employees working on a leading edge work (Precast Concrete Erection, Roofing, Steel Erection, etc.) 6 feet or greater above lower levels shall be protected by one of the following: guardrail system, safety net system, or personal fall arrest system. If these systems create a greater risk of harm to employees then the group must meet collectively and come up with a fall protection plan that is feasible. This fall protection plan must be implemented prior to commencement of work.

### Unprotected Openings

- Holes are considered a gap or void two inches or more in the least dimension in a floor, roof or walking/working surface.
- Holes that have a falling distance of less than 6 feet must be covered or clearly marked out with caution tape or a guard rail system to identify the potential fall hazard.
- Holes that have a falling distance greater than 6 feet above lower levels must be clearly labeled "Hole" or "Cover" and covered with a secured cover rated to withstand without failure at least twice the maximum load of the largest piece of equipment, employee's, or materials that may be imposed on that cover at one time.
- Wall openings such as windows, doors, elevator shafts, stairs, ladders access, material receiving areas and trash chutes with a distance greater than 6 feet above lower levels and the bottom edge of the wall opening is less than 39 inches above the walking or working surface must be protected from falling by the use of a guardrail system, safety net system or personal fall arrest systems.
- Ramps, runways and other walkways shall be protected with a guardrail system when the walking surface is greater than 6 feet above the lower level.



# Fall Protection Systems

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## Guardrail Systems

- Guardrails must consist of top-rail and mid-rail that must be no smaller than one quarter inch nominal diameter or thickness to prevent cuts or lacerations.
- When using wire rope, rails must be flagged at not more than six foot intervals with high visibility flagging material.
- Steel banding and plastic banding shall not be used as top-rails or mid-rails.
- Top-rails must be 42 inches plus or minus 3 inches above the walking/working level.
- Mid-rail must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches high.
- Other structural members such as additional mid-rails shall be installed so that there are no openings in the guardrail system greater than 19 inches wide.
- Guardrail system must be capable of withstanding a force of at least 200 pounds in any outward or downward direction. The guardrail shall not deflect to a height of less than 39 inches above the walking/working level.
- Mid-rails shall be capable of withstanding a force of at least 150 pounds in any outward or downward direction.
- Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent snagging.
- The ends of top and mid rails must not overhang terminal posts except when such overhang does not constitute a projection hazard.
- When guardrail systems are used at hoisting areas a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- Guardrail systems set up around holes must be set up on all unprotected sides or edges. When holes are used for passage of materials the hole shall have no more than two sides with removable guardrail.
- Guardrails used at unprotected sides or edges of ramps and runways must be erected on each unprotected side or edge.
- Manila, plastic or synthetic rope is discouraged for use as top and mid rails. If manila, plastic or synthetic rope is used for top and mid rails, it must be inspected as frequently as necessary to ensure strength and stability.

## Personal Fall Arrest Systems (PFAS)

- PFAS consist of anchorage, connectors, deceleration device, lifeline and a body harness.
- PFAS must be rigged so that an employee can neither fall more than 6 feet nor make contact with any lower level. Bring an employee to a complete stop and limit maximum deceleration distance and employee travels to 3.5 feet.
- PFAS must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service. Dee-rings must be made of drop forged, pressed or formed steel, or made of equivalent material with a minimal tensile strength of 5,000 pounds. Dee-Rings and snap hooks shall be proof tested by the manufacturer to a minimum tensile load of 3,600 pounds without cracking, breaking, or suffering permanent deformation.
- Snap hooks shall be a locking type only snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member. Effective January 1, 1998 only locking type snap hooks shall be used.
- On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the device used to connect to a horizontal lifeline shall be capable of locking in both directions.
- Horizontal lifelines shall be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
- Each employee shall be attached to a separate lifeline. Lifelines shall be protected against being cut or braided.
- Self-retracting lifelines and lanyards which automatically limit free fall distance of 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards which do not limit free fall distances to 2 feet or less rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers.
- Anchorage used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached or shall be designed, installed and used. Anchorage shall be designed, installed and used under supervision of a qualified person, as part of a complete fall arrest system that maintains a safety factor of at least two and shall be capable of supporting at least twice the weight expected to be imposed upon it.
- The attachment point of the body harness shall be located in the center of the wearers back at shoulder level or above the wearers head.

- PFAS and components subject to impact loading shall immediately be removed from service and not used again until proper inspection of equipment has been performed by equipment manufacturer to be undamaged and suitable for reuse.
- PFAS shall not be attached to guardrail systems.
- PFAS used in the material hoisting areas shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.
- The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

### **Safety Net Systems**

- Safety nets shall be installed as close as practical under the walking/working surface on which employees are working but in no case more than 30 feet below such level.
- Safety nets shall extend outward from the outermost projection of the work as follows. 5 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 8 feet. 5 feet to 10 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 10 feet. More than 10 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 13 feet.
- Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structure below when subjected to an impact force equal to the drop test specified.
- Safety nets and their installations shall be capable of absorbing an impact force equal to that produced by the drop test. Installations shall be drop tested at the jobsite after installation and before being used as a fall protection system, whenever relocated, after major repair and at 6 month intervals if left in one place. The drop test shall consist of a 400 pound bag of sand 30 plus or minus inches in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not less than 42 inches above that level.
- Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear damage and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after every occurrence which could affect the integrity of the safety net system.
- Materials, scrap pieces, equipment and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.
- The maximize size of each safety net mesh opening shall not exceed 36 square inches nor be longer than 6 inches on any side and the opening measured center to center of mesh rope for webbing, shall not be longer than 6 inches. All mesh crossings shall be secured to prevent enlargement of the mesh opening.
- Each safety net shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds.
- Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches apart.

### **Protection from Falling Objects**

- When guardrail systems are used to prevent materials from falling from one level to another, any opening must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet of working edges. Excess mortar, broken or scattered masonry units and all other materials and debris shall be kept clear of the working area by removal at regular intervals.
- When toe boards are used with the guardrail system as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons walking below. Toe boards shall be at least 3.5 inches in height and withstand 50 pounds of force in a downward and outward direction. Where tools, equipment or materials are piled higher than the top edge of a toe board paneling or screening must be erected sufficient to protect employees below.
- When roofing materials and equipment shall not be stored within 6 feet of a roof edge unless guardrails are erected at the edge and materials piled, grouped or stacked near a roof edge must be stable and self-supporting.
- When using canopies as protection from falling objects canopies must be strong enough to prevent collapse and to prevent penetrations by any objects that may fall onto them.

# FALL PROTECTION WORK PLAN

COMPANY: Victory Concrete Contractors, Inc.

DATE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

REPORT PREPARED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

- 1) SPECIFIC WORK AREA: \_\_\_\_\_  
2) ACTIVITIES: \_\_\_\_\_  
3) IDENTIFY ALL FALL HAZARDS IN THIS AREA: \_\_\_\_\_

4) CHECK THE METHOD OF FALL RESTRAINT OR ARREST TO BE UTILIZED:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> STANDARD GUARDRAIL            | <input type="checkbox"/> FULL BODY HARNESS                       | <input type="checkbox"/> SCISSOR LIFT    |
| <input type="checkbox"/> SECURED TO EXISTING STRUCTURE | <input type="checkbox"/> TIE-OFF POINT CAPABLE OF 5000 LB/PERSON | <input type="checkbox"/> BOOM LIFT       |
| <input type="checkbox"/> SHOCK ABSORBING LANYARD       | <input type="checkbox"/> RETRACTABLE LANYARD                     | <input type="checkbox"/> FORKLIFT BASKET |
| <input type="checkbox"/> SCAFFOLD W/GUARDRAIL          | <input type="checkbox"/> OTHER (SPECIFY)                         |  |
| <input type="checkbox"/> WARNING LINE                  | <input type="checkbox"/> WARNING LINE & SAFETY MONITOR           |  |

5) DESCRIBE PROCEDURES FOR ASSEMBLY, MAINTENANCE, INSPECTION AND DIASSEMBLY OF THE SYSTEM (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OR THIS FORM OR ATTACH A SEPARATE SHEET.)

6) DESCRIBE PROCEDURES FOR HANDLING AND SECURING TOOLS, EQUIPMENT AND MATERIALS AND FOR PROVIDING OVERHEAD PROTECTION FOR WORKERS (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OF THIS FORM OR SEPARATE SHEET):

7) DESCRIBE THE METHOD FOR PROMPT, SAFE REMOVAL OF INJURED WORKER(S):  
(Calling 911 is not sufficient as a means of rescue)

8) I CERTIFY THAT I HAVE RECEIVED FALL PROTECTION ORIENTATION INCLUDING THE MATERIAL COVERED IN THIS FALL PROTECTION WORK PLAN.

EMPLOYEE NAME:

DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Ladder Safety Rules

## General Ladder Safety Rules

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- Inspect before use for physical defects.
- Ladders are not to be painted, except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

## Stepladder Safety

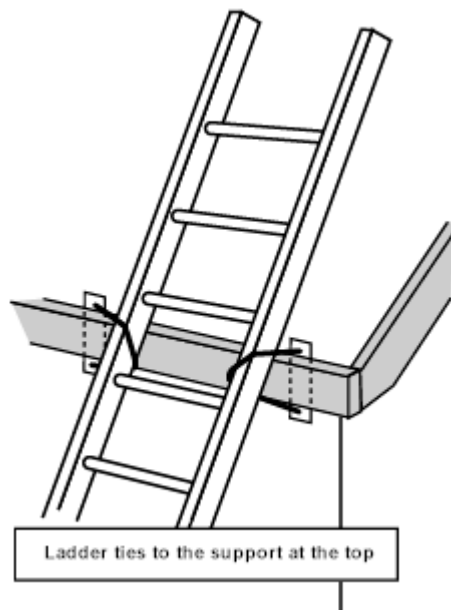
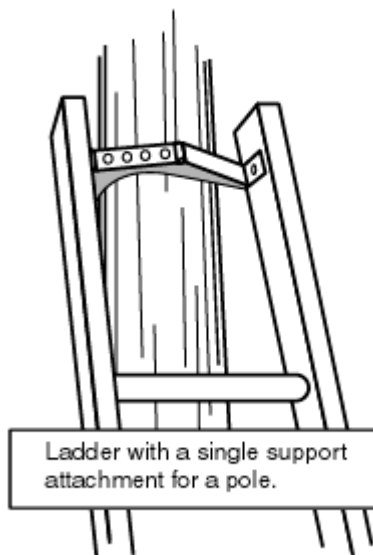
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- Do not place tools or materials on the steps or platforms of a stepladder.
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.

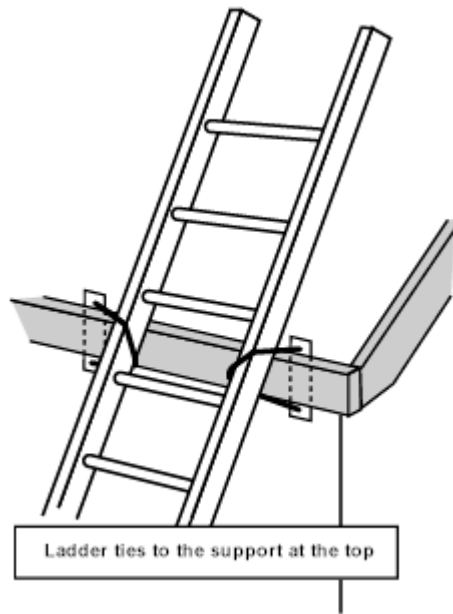
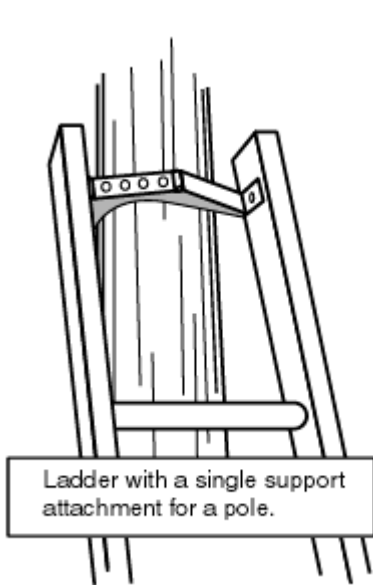
## Straight type or extension ladders

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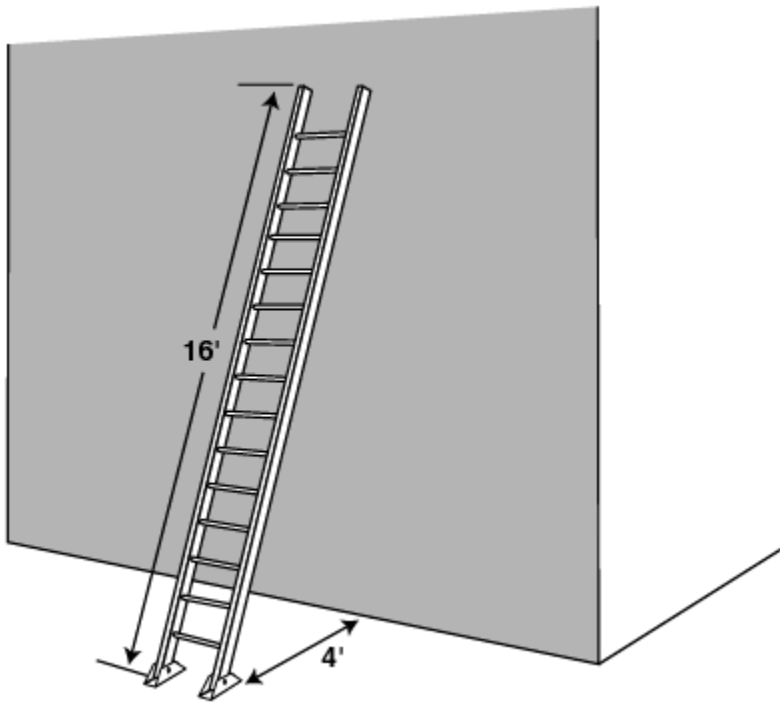
- All straight or extension ladders must extend at least 3 feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extensions or straight ladders must be secured or tied off at the top.



- All ladders must be equipped with safety (non-skid) feet.



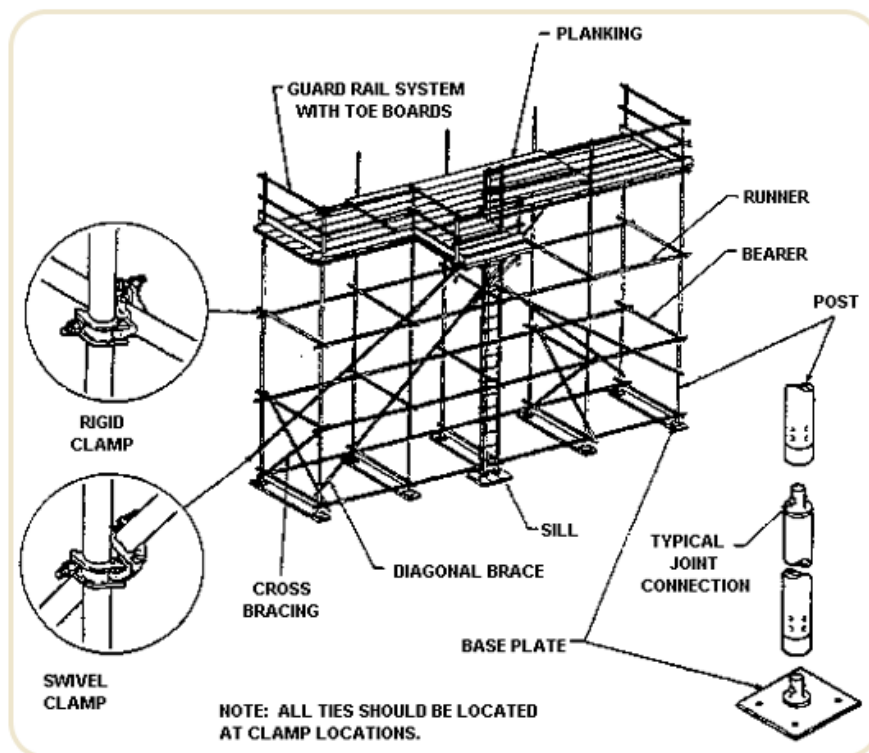
- Portable ladders must also be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



# Scaffold Safety Rules

## General Scaffold Safety Rules

- Before starting work on a scaffold, inspect the following:
  - o Are guardrails, toe boards, and planking in place and secure?
  - o Are locking pins at each joint in place?
  - o Are all wheels on moveable scaffolds locked?
- Do Not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing - always use a ladder.
- Scaffolds and their components must be capable of supporting four times the maximum intended load.
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc. damaged or weakened in any way, must be immediately repaired or replaced.
- Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required.
- Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
- When persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening. The screen must be made of No.18 gauge U.S. Standard wire, ½inch mesh or equivalent protection.
- All scaffolds must be erected level and plumb, and on a solid footing.
- Do not change or remove scaffold members unless authorized to do so.
- Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
- Do not alter any scaffold member by welding, burning, and cutting, drilling, or bending.



# Lockout Tag Procedures

The purpose of this procedure is to assure that employees are protected from unintended machine motion or unintended release of energy which could cause injury.

## Management Responsibilities

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- Each supervisor shall train new employees and periodically instruct all of their employees regarding provisions and requirements of this lockout procedure.
- Each supervisor shall effectively enforce compliance of this lockout procedure including the use of corrective disciplinary action where necessary.
- Each supervisor shall assure that the locks and devices required for compliance with the lockout procedure are provided to their employees.
- Prior to setting up, adjusting, repairing, servicing, installing, or performing maintenance work on equipment, machinery, tools, or processes, the supervisor shall determine and instruct the employees of the steps to be taken to assure they are not exposed to injury due to unintended machine motion or release of energy.

## Employee Responsibilities

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- Employees shall comply with the lockout procedure.
- Employees shall consult with their supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- Employees shall obtain and care for the locks and other devices required to comply with the lockout procedure.

## General

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- The power source of any equipment, machine, tool, or process to be set-up, adjusted, repaired, serviced, installed, or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury, such a power source shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
- Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.
- Safety locks, adapters, and "Danger Tags" can be obtained from a supervisor.
- Equipment locks and adapters can be obtained from a supervisor. The sole purpose of the "Equipment" lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to be used as a substitute for the employee's personal safety lock.
- Personal locks shall contain a tag with employee's name on it.
- One key of every lock issued shall be retained by the employee to whom it was issued and the only other key to the lock shall be retained by the superintendent.
- Employees shall request assistance from their supervisor if they are unsure of where or how to lockout equipment.
- Any questions concerning the lockout procedure should be directed to the employee's supervisor.



## Locking Out and Isolating the Power Source

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- Equipment, machines, or processing main disconnect switches shall be turned off and locked in the off position only after the electrical power is shut off at the point of operator control. Failure to follow this procedure may cause arcing and possibly an explosion.
- Equipment/tools connected to over a 110 volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.
- Equipment/tools connected to a 110 volt source of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a "do not start tag."
- After locking out power source, the employee shall try the equipment, machine, or process controls to ensure no unintended motion will occur; or test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.
- When two or more employees work on the sae equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc. in the non-operative (off) position.
- An employee who is assigned to a job and upon arrival finds an "Equipment Lock," "Adaptor," and "Danger Tag" affixed to the equipment shall take the following action:
  - o Affix his/her personal lock to the "Equipment Adaptor."
  - o Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
  - o Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective. (Such testing equipment is only to be employed by trained qualified personnel.

## Performing Test and Adjustments during Lock out

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- Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.
- If the employee leaves the job before its completion, such as job reassignment, the employee shall remove his/her personal lock and adaptor and replace it with an "Equipment" lock and adaptor. In addition, the employee will prepare and attach a "Danger Tag" indicating the reason the equipment is locked out (should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the "Equipment" lock, adaptor and the "Danger Tag").
- Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.
- The employee responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine, or process is cleared for operation, and appropriate personnel notified that power is being restored. This employee is also responsible for removing the "Equipment" lock and returning it to the supervisor.

## Emergency Safety Lock Removal

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The superintendent, or other designated management person, will be authorized to remove an employee's lock under the following conditions:

- The General Foreman or assigned competent person is the only authorized person to remove any lock or tag that is in place.
- The General Foreman or competent person is responsible safely restoring any device that is locked or tagged out.



# Confined Space Entry

NO Employee shall enter areas defined below without authorization:

- A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY; and
- Is large enough and so configured that a person can bodily enter into and perform assigned work; and
- Has LIMITED or RESTRICTED means for ENTRY or EXIT; and
- May have a POSSIBLE HAZARDOUS ATMOSPHERE that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue caused by:
  - o Flammable Gas
  - o Airborne Combustible Dust
  - o Atmospheric Oxygen Concentration below 19.5 or above 23.5%
  - o A Toxic Atmosphere or substance
  - o Danger of Engulfment

## General Confined Space Entry Procedure

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- There shall be no unauthorized entry into a confined space by any person.
- An authorized person shall examine, test and evaluate a potential entry space and determine if it is a "NON-PERMIT SPACE" and meets the following requirements:
- It does NOT contain any atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm;
- The space has been PROVEN SAFE, has been VERIFIED, DOCUMENTED, and has a CERTIFIED GUARANTEE of a safe environment.
- If the conditions above have been satisfied, the ALTERNATE ENTRY PROCEDURE may be followed. If conditions in #2 are not met and has any of the following, the PERMIT ENTRY PROCEDURE must be followed:

The Space:

- Contains or has potential to contain a HAZARDOUS ATMOSPHERE.
- Contains a material that has a potential for ENGULFING an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section; or
- Contains any other recognized serious safety or health hazard.



# Hazard Communication Program

## General Information

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It is our policy that all persons on our jobsite are entitled to information regarding the chemicals to which they are exposed in their work areas and that our employees are entitled to information regarding the chemicals to which they may be exposed as the result of the work processes of other contractors.

In order to comply with 29 CFR 1926.59, Hazard Communication, the following written Hazard Communication Program has been established by *Victory Concrete Contractors, Inc.* All work units of the company are included within this program. The written program will be available in the office, and through a superintendent for review by any interested employee. Mr. Zollo and the Safety Coordinator are responsible for the implementation and ongoing compliance with the program.

The Hazard Communication Coordinator or his/her jobsite designee is responsible for the coordination of information between our organization and any other contractors concerning all aspects of this Hazard Communication Program.

When the Hazard Communication Coordinator or jobsite designee is informed that contractors will be on our site, he/she will advise them in person of: any chemical hazards that may be encountered in the normal course of their work on the site; our labeling system; the protective measures required, the safe handling system; the protective measures required, the safe handling procedures necessary and our emergency alarm system(s). In addition, the Hazard Communication Coordinator or designee will notify these individuals of the location and availability of our material safety data sheets.

Each contractor bringing chemicals on site, must provide our Hazard Communication Coordinator with the appropriate hazard information on these substances, including labels used and the precautionary measures to be taken in working with those chemicals. The contractors must also inform the Hazard Communication Coordinator or jobsite designee as to where on our jobsite the contractor will maintain a chemical inventory list and appropriate MSDS file.

The Hazard Communication Coordinator is also responsible for providing information to any relevant parties about any potentially hazardous substances we may bring into any jobsite at which we may work as contractors. The Hazard Communication Coordinator or jobsite designee will use the checklist, which follows to implement the above policy.

## Employee Training and Information

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The Job Superintendent is responsible for the employee training program. He will ensure that all elements specified below are carried out.

Prior to starting work each new employee of *Victory Concrete Contractors, Inc.* will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Chemicals present in their workplace operations.
- Location and availability of our written hazard communication program.
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps *Victory Concrete Contractors, Inc.* has taken to lessen or prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDS's to obtain appropriate hazard information.

After attending appropriate training, each employee will sign a form to verify that they received and understood the training, procedures and policies within *VICTORY CONCRETE CONTRACTORS, INC.* Hazard Communication Program.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. Mr. Zollo and the Job Superintendent are responsible for ensuring that the information on the new chemicals are available.

# Written Hazard Communication Program

It is the policy of *Victory Concrete Contractors, Inc.* that the first consideration in the performance of work shall be protection of the safety and health of all employees. The company has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operation process. The following program outlines how we will accomplish this objective.

## Scope

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This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

## Hazard Determination

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The company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

## Container Labeling

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No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

## Material Safety Data Sheets (MSDS)

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Each location must maintain a master MSDS file as well as a department-specific file. These Material Safety Data Sheets are available to all employees, at all times, upon request. The Safety Committee or a designee will be responsible for reviewing all incoming MSDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

The Safety Coordinator or designee will review all incoming MSDSs for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved. New materials will not be introduced into the work area until an MSDS has been received. The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered. The safety coordinator or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed, and communicated.

## List of Hazardous Substances

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Each company should compile, annually review, and update as necessary a complete inventory of all substances present in that facility. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

## Employee Information and Training

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ALL employees will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances; (Training CHECKLIST is to be completed and kept on file.) An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation:

- Information on where hazardous substances are present in their work areas.
- Information regarding the use of hazardous substances in their specific work areas.
- The location and availability of the written hazard communication program.
- A copy of the program will be given to all employees during the orientation meeting. Subsequent to this, the program will be available from managers and also from the office.
- The physical and health aspects of the substances in use.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices and personal protective equipment that are available for protection against possible exposure.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and material safety data sheets to obtain the appropriate hazard information.
- Refresher training shall be conducted annually.

It is most important that all of our employees understand the information given in the orientation meetings. Questions regarding this information should be directed to the Safety Coordinator.

When new substances are introduced into the workplace the department manager will review the above items with you as they are related to the new materials. The department manager will relay all the above information to new employees who will be working with hazardous substances, prior to their starting work. An Acknowledgment Statement is to be completed by each employee receiving this information and training. These are to be kept on file in the human resources department.

## Non-Routine Tasks

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Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- The specific hazards.
- Protective/safety measures that must be utilized.
- The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and Emergency procedures.

**Victory Concrete Contractors, Inc.**  
**Pre-Job Hazardous Checklist**

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Main Office Contact Person: \_\_\_\_\_

On Site Contact Person: \_\_\_\_\_

**Please answer the following questions:**

1. Where will the Contractor's work be performed? \_\_\_\_\_

\_\_\_\_\_

2. How will the Contractor's workers enter and leave the premises? \_\_\_\_\_

\_\_\_\_\_

3. We have discussed with the contractor the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Hazardous Plan          | <input type="checkbox"/> Labeling System             |
| <input type="checkbox"/> Hazardous Plan Location | <input type="checkbox"/> Signs                       |
| <input type="checkbox"/> MSDS File               | <input type="checkbox"/> Alarm System                |
| <input type="checkbox"/> Lockout/Tagout          | <input type="checkbox"/> Confine space entry program |

4. Has the contractor worked at this facility before?  yes  no

5. What personal protective equipment will the contractor need?

- Gloves (type) \_\_\_\_\_
- Respirator with cartridges for \_\_\_\_\_
- Air-line respirators for \_\_\_\_\_
- hard hats    safety glasses    splash goggles    face shields    aprons
- dust suits    ear plugs    ear muffs    other: \_\_\_\_\_

6. List special equipment contractor will need:

- Ventilation    Special Disposal methods
- Other: \_\_\_\_\_

7. What hazardous material will the contractor bring on to the worksite? (indicate type & quantity)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Where on site are the Contractor's MSDSs available?

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9. Does the Contractor have a hazardous plan?  yes  no

If yes, where is it located? \_\_\_\_\_

If yes, is chemical inventory list included?  yes  no

10. Do any of the hazardous materials the contractor will be bringing onsite present a danger to our employees or facility?  yes  no

If yes, what protective measures will be taken to prevent an unwanted incident?

Explain: \_\_\_\_\_

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Hazard Communication Coordinator

Signature of Contractor: \_\_\_\_\_

## MSDS Information

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OSHA rules outline the content, but not the exact form, of every Material Safety Data Sheet. Here is what OSHA requires each data sheet to contain:

- **IDENTITY.** The data sheet must contain the name of the chemicals found on the label. In addition, subject to deletion of legitimate trade secrets, it must give the chemical and common name of the substance. If the substance is a mixture and has not been tested as such, the data sheet must give the name of each hazardous constituent.
- **CHARACTERISTICS.** The data sheet must recite the physical and chemical characteristics of the chemical, such as vapor pressure, flash point, etc.
- **PHYSICAL HAZARDS.** Any potential for fire, explosion or reaction must be included in the data sheet.
- **HEALTH HAZARDS.** Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.
- **ROUTES OF ENTRY.** The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, dermal exposure or some other route.
- **EXPOSURE LIMITS.** If OSHA has established an exposure limit for the chemical, or if a Threshold Limit Value has been established by the American Conference of Governmental Industrial Hygienists, these must be entered on the data sheet, as must any exposure limit used by the authority preparing the data sheet.
- **CARCINOGENS.** The data sheet must indicate whether the chemical is listed as a carcinogen by the National Toxicology Program, by OSHA, or by the International Agency for Research in Cancer.
- **USE AND HANDLING.** The data sheet must recite any general applicable precautions for safe handling and use that are known to the firm preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks. Industrial chemical consumers often might add site-specific procedures to the more general information offered by the chemical manufacturer.
- **EXPOSURE CONTROLS.** The data sheet must include a description of special procedures to be employed in emergencies, as well as a description of appropriate first aid.
- **DATES.** The sheet must bear the date of its preparation or of its latest revision.
- **INFORMATION SOURCE.** Finally, the sheet must recite the name, address and telephone number of the person who prepared the data sheet or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

# Explanation of terms used on material safety data sheets

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## SECTION I

- **Chemical Name and Synonyms**—The product identification. The chemical or generic name of single elements and compounds.
- **Trade Names and Synonyms**—The name under which the product is marketed and the common commercial name of the product.
- **Chemical Family**—Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.
- **Formula**—The chemical formula or single elements or compounds.
- **CAS Number**—The Chemical Abstracts Service number, if applicable.
- **EPA**—The code number assigned by the Environmental Protection Agency, if applicable.
- **DOT Classification**—The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

## SECTION II

- **Hazardous Ingredients**—The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.
- **TLV**—Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

## SECTION III

- **Boiling Point (°F)**—The temperature in degrees Fahrenheit at which the substances will boil.
- **Vapor Pressure**—The pressure of saturated vapor above the liquid expressed in mm Hg at 20°C.
- **Vapor Density**—The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.
- **Solubility in Water**—The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.
- **Appearance and Odor**—The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.
- **Specific Gravity (H<sub>2</sub>O=1)**—The ratio of the weight of a volume of the material to its weight of an equal volume of water.
- **Percent, Volatile by Volume (%)**—The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)
- **Evaporation Rate**—The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

## SECTION IV

- **Flash Point (Method Used)**—The temperature in degrees Fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

## SECTION V

- **Conditions to Avoid**—Conditions that, if they exist with the substance present, could cause it to become unstable.
- **Incompatibility (Materials to Avoid)**—Materials that will react with the substance.
- **Hazardous Decomposition Products**—Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.



## SECTION VI

- **Health Hazard Data**—Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.
- **Threshold Limit Value (TLV)**—The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.
- **Effects of Overexposure**—The effects on or to an individual who has been exposed beyond the specified limits.
- **Emergency and First-Aid Procedures**—Gives first-aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

## SECTION VII

- **Stability**—Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature. A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

## SECTION VIII

- **Spill or Leak Procedures**—Steps to be taken if material is released or spilled. Method and materials to use to clean up or contain.
- **Waste Disposal Method**—Method and type of disposal site to use.

## SECTION IX

### **Special Protection Information**

- **Respiratory Protection**—Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.
- **Ventilation**—Type of ventilation recommended, i.e., local exhaust, mechanical, etc.
- **Protective Gloves**—Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.
- **Eye Protection**—Refers to the type of eye protection that is to be worn when handling or around the product.
- **Flammable Limits**— the range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.
- **Extinguishing Media**— specifies the fire-fighting agent(s) that should be used to extinguish fires.
- **Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards**—Refer to special procedures required if unusual fire or explosion hazards are involved.

# REQUEST FOR MATERIAL SAFETY DATA SHEETS

Date of Request: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

I hereby request that I be given the Material Safety Data Sheets on the following hazardous substance(s):

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Notes:

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\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Acknowledged (Requesting Employee Signature)

\_\_\_\_\_  
Manager Signature

cc: Corporate Safety Department

# Hazard Communication Checklist

1. Have we prepared a list of all the hazardous chemicals in our workplace?  
 YES  NO
2. Are we prepared to update our hazardous chemical list?  
 YES  NO
3. Have we obtained or developed a material safety data sheet for each hazardous chemical we use?  
 YES  NO
4. Have we developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets?  YES  NO
5. Do we have procedures to ensure proper labeling or warning signs for containers that hold hazardous chemicals?  YES  NO
6. Are our employees aware of the specific information and training requirements of the Hazard Communication Standard?  YES  NO
7. Are our employees familiar with the different types of chemicals and the hazards associated with them?  
 YES  NO
8. Have our employees been informed of the hazards associated with performing non-routine tasks?  
 YES  NO
9. Are employees trained about proper work practices and personal protective equipment in relation to the hazardous chemicals in their work area?  YES  NO
10. Does our training program provide information on appropriate first aid, emergency procedures, and the likely symptoms of overexposure?  YES  NO
11. Does our training program include an explanation of labels and warnings that are used in each work area?  YES  NO
12. Does the training describe where to obtain data sheets and how employees may use them?  
 YES  NO
13. Have we worked out a system to ensure that new employees are trained before beginning work?  
 YES  NO
14. Have we developed a system to identify new hazardous chemicals before they are introduced into a work area?  YES  NO
15. Do we have a system for informing employees when we learn of new hazards associated with a chemical?  YES  NO

# Hand and Power Tool Safety Guide

## General Information

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In order to comply with 29 OFR 1910, Subpart P, Hand and Portable Powered Tools and Other Hand-Held Equipment, the following Safety Guide has been established by *Victory Concrete Contractors, Inc.* The purpose of this guide is to explain the common hazards associated with using hand and power tools, and the safety precautions to take in order to prevent injury. This guide applies to all employees who use hand and power tools. It covers the minimum responsibilities of users and supervisors with regard to hand and power tool regulations, hazards and usage.

## Responsibilities

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- Employees must properly inspect, use, and maintain hand and power tools in accordance with this guide and manufacturer's directions.
- Employees and Supervisors must remove damaged or malfunctioning hand and power tools from service until repaired.
- Supervisors are responsible for ensuring that hand and power tools are maintained in a safe condition, including those furnished by employees, subcontractors, or visitors.

## General Safety Rules for Hand and Power Tools

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Hazards involved in the use of hand and power tools can be mitigated by the following six basic safety rules:

- Keep all tools clean and in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use to include power cords and attachments.
- Operate tools according to training and the manufacturer's instructions.
- Use proper personal protective equipment (PPE) when operating a hand or power tool.
- Eye protection and work gloves should be worn at all times.

## Hand Tools

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Hand tools are non-powered tools (i.e. axes, wrenches, screwdrivers, hammers, chisels, knives, scissors, and saws) which require manual operation. Hazards posed by hand tools typically result from misuse and improper maintenance. Injuries often result when a hand tool breaks during use due to improper application or damage.

### Safety Precaution for all hand tools:

- o Inspect hand tools and accessories for damage, cracks, missing pieces, and proper grips.
- o If a defect is discovered, the tool must be placed in an "out of service" unit until it is repaired or discarded. Defective or damaged tools must be marked with the words "Out of service. Do not use."
- o Keep cutting edges sharp.
- o When using saw blades, knives, or other sharp tools, direct the tool away from the body and away from the direction of other employees working in close proximity.
- o Do not use hand tools that can cause sparks around flammable materials or in spaces that may contain a flammable atmosphere. Use brass, plastic, or aluminum tools to prevent sparks.
- o Floors should be kept as clean and dry as possible to prevent accidental slips with or around hand tools.
- o Do not use excessive force to operate a hand tool (I.E. hit with a hammer or strike against work unless so designed).

## Power Tools

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Power tool type is determined by the power source that they use; electric, pneumatic, liquid fuel, hydraulic, or power driven. Power tools, if used improperly, can cause serious injury from moving parts, cutting edges, accidental release, contact with the power source, or loss of control. All power tools are required to meet the following conditions:

- To Protect employees against shock, electric power tools must have a:
  - o Three-wired cord with ground and be grounded (plugged in to a grounded socket);
  - o Be double insulated; or
  - o Be powered by a low-voltage isolation transformation.
- Tools must have a constant pressure operating control that will shut off power when pressure is released (I.E. trigger or button).
- The operating control must be constructed or guarded to minimize the possibility of accidental operation.

### Safety Precautions for all Power Tools:

- Inspect power tools and accessories prior to use for missing parts, guards or shields, grips, or other damage such as frayed or damaged electrical cords or belts that may affect operation.
- If a defect is discovered, the tool must be placed out of service until it is repaired or discarded. Out of service tools must be marked with the words “**Out of Service, Do Not Use.**”
- Face protection must be worn when the face is exposed to flying particles.
- Wear work gloves capable of protecting against cuts and punctures.
- Wear appropriate clothing that fits correctly and is free of loose material. Confine loose clothing, ties, long hair, or jewelry that can become caught in moving parts.
- Wear sturdy, closed-toe footwear. Establish good footing and maintain good balance while working.
- Never carry a tool by the power cord, hose, or working point (I.E. blade, bit, disc, etc.).
- Do not place your finger on the operating control while carrying a plugged-in tool to prevent accidental operation. Place your finger on the operating control only when you are ready to begin operation.
- Do not use power tools around flammable materials or spaces that may contain a flammable atmosphere.
- Keep cords and hoses free of kinks and away from heat, oil and sharp edges.
- Secure work with clamps or a vise, thereby freeing both hands to operate the tool.
- Never place a portable power tool in a vice or clamp to perform work.
- Follow instructions in the user’s manual for maintaining and changing accessories.
- Stop using the tool immediately if an odd noise, excessive vibration, or unusual operation/performance occurs.
- Disconnect tools when they are not in use, before servicing, and when changing accessories. Disconnect tools from power sources by hand at the connection point. Never pull the cord or hose to disconnect it from the socket.
- Keep observers at a safe distance away from the work area.

Hazards and safety precautions may differ depending on which type of power tool is used. For specific information regarding hazards, safety precautions, and user instructions for certain types of hand and power tools, please refer to the manufacturer’s user guide/instructions or contact Management for more information.

## Guards

---

The exposed moving parts of power tools must be guarded. All power tools must be equipped with the appropriate guard supplied or recommended by the manufacturer to protect the operator and others from point of operation, in-running nip points, rotating parts, exposed belts, and flying chips and sparks. Guards may never be removed or defeated when a tool is being used.

## Cleaning Tools

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Tools must be kept clean to keep contaminants and materials from disrupting moving parts and power sources. Clean tools with a cloth, solvent, or other appropriate material as prescribed by the manufacturer’s user/instruction manual. Compressed air cannot be used for cleaning purposes unless:

- Compressed air pressure has been reduced to less than 30 psi;
- Effective chip guarding is in place; and
- Proper PPE is utilized (I.E. safety glasses and work gloves)

# Tool Specific Operating Procedures

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## Pneumatic Powered Tools:

- A tool retainer must be installed on each tool or tool accessory that may accidentally eject during operation.
- All hoses powering pneumatic tools must be designed to withstand the pressure required to operate the tool. Cut or damaged pressure hoses must be replaced before beginning work.
- Hose and tool fittings may not be damaged and must fit together correctly.
- Do not expose hoses to solvents, excessive heat, or allow them to come in contact with sharp objects, moving machinery parts, or other equipment that may damage the hose.
- If the air hose is more than ½inch in diameter, a safety excess flow valve must be installed at the source of the air supply to reduce pressure in the event of a hose failure.

## Portable Abrasive Wheel Tools: (grinders, excluding sandstone, wooden, cloth, or paper disc)

- Before installing a wheel, ensure that the spindle speed of the machine does not exceed the maximum operating speed marked on the wheel. Ensure the wheel is properly sized and fits correctly on the spindle.
- Inspect the abrasive wheel before installation and use by using the “ring test”. Tap the wheel with a non-metallic instrument (handle of a screwdriver). An intact wheel should ring or ping, a cracked wheel will sound “Dead” or muffled. If a crack is discovered, the wheel must be discarded and replaced.
- A guard (180 degree coverage or greater) must be installed that covers the top half of the abrasive wheel and must be used in a position such that the guard is placed in-between the user and the abrasive wheel.
- A revolving cup guard may be used for cup wheels, however, the clearance between the wheel side and guard may not exceed one-sixteenth of an inch.
- Never clamp a hand-held grinder in a vise.

## Portable Circular Saw:

- An upper guard must be provided that covers the saw teeth except for the minimum arc required to permit the base to be tilted for bevel cuts.
- A lower guard must be provided that retracts to allow cutting but automatically and instantly returns to the covering position when withdrawn from the work piece.

## Drills

- Do not attempt to hand-hold the stock while drilling; use a hold-down fixture (vises or clamps) to secure work.

## Jig Saws

- Guard the blade with an adjustable or self-adjusting guard; the portion of the blade below the stock being cut should be guarded.
- Allow the blade to come to a complete stop before removing the saw from the stock.

## Belt Sanders

- Guard the unused run of the sanding belt against accidental contact. Guards must prevent the operator’s hands or fingers from coming in contact with nip points. The guard may consist of a protective cover at the rear side of the wheel and a hinged cover around the wheel periphery.
- Sand on the downward-moving side of the disk or belt.
- Replace torn, frayed, or excessively worn belts.

## Orbital Sanders

- Keep hands away from abrasive surfaces; sand on the downward-moving side of the disk.
- Replace torn, frayed, or excessively worn belts.

## Nail Guns

- Nail guns that operate at pressure more than 100 pounds per square inch must be equipped with a special device to keep fasteners from being ejected, unless the muzzle is pressed against the work surface.
- Check nail guns to see that they are fastened securely (with a short wire or positive locking device) to the air hose to prevent them from becoming disconnected.
- Never point a nail gun towards anyone. Never “dead-end” a nail gun against yourself or anyone else.
- Wear appropriate eye and hearing protection when working with nail guns; head and face protection is recommended.
- Set up screens to protect nearby workers from being struck by flying fragments.

# Driving Safety Procedures

## Eligibility to drive a Company Car

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Employees eligible for assignment of a company vehicle are selected at the discretion of the company's chief executive officer and president. Prior to vehicle assignment, an eligible employee *must* prove that he/she has a valid driver's license which is not suspended or revoked in any state. In addition, associates have the option of using their personal vehicle instead of a company car to fulfill their job responsibilities.

## Withdrawal of Company Care Privilege

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The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the company vehicle or failure to comply with the rules and procedures stipulated in this company policy.
- A driving record which becomes deficient during the course of operating a company vehicle which, under certain circumstances, may be grounds for dismissal.
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.

## Driver Responsibilities

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Eligible drivers are responsible for driving their vehicle in a safe and reliable manner. Associates must know and abide by all driving laws in areas where they operate their personal and/or company vehicle. Additionally, associates must maintain a valid driver's license for the state in which they are living. If, for any reason, an associate's driver's license is revoked, suspended or restricted, it is mandatory that the human resources manager be notified immediately.

## Safety Guidelines

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It is mandatory that seat belts be used by all occupants of a company or personal vehicle, at all times, without any exceptions. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belts should be repaired and replaced immediately. The company reserves the right to revoke the driving privilege of any driver not complying with this policy.

In addition, the Company expects all associates to drive defensively during business and personal travel, to obey all traffic laws, and prohibits associates from driving under the influence of drugs and/or alcohol, including prescription drugs. If any associate is taking prescription drugs on a doctor's orders, he/she must immediately notify the human resources manager if the drug(s) affect their driving ability. Company vehicles should not be used to transport flammables, firearms, or other hazardous materials.

## Traffic Violations

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Speeding violations and/or accident history may exclude a driver from being covered by Company-provided insurance and may make them ineligible to drive a company-provided vehicle.

Should you, for any reason, receive a summons for a traffic violation or parking ticket, you must pay for it as soon as possible. All traffic violations or a parking ticket should be reported to the human resources manager as quickly as possible. Under no circumstances are traffic or parking fines to be charged to the Company.

A driver with a moving violation or a combination of an accident and a moving violation within a three-year time period may be prohibited from driving a company vehicle. This shall be determined by the Company's insurance carrier.

## Personal Use of a Company Vehicle

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Company Vehicles are to be used primarily for Company Business. Personal use of a Company Vehicle is prohibited. No other drivers are permitted to operate a company vehicle.

The Company Also Prohibits:

- The transport of a hitchhiker or stranger. This policy has been established by the Company's Insurance Carrier and must be observed for the protection of the associate and the company.
- The use of a company car for any business venture other than that pertaining to the employee's job duties and responsibilities at the Company.
- The acceptance of any form of compensation from any individual for carrying passengers or materials.

A 1099 form may be issued to a driver at the end of the year, charging back for personal use of a company car that has been approved by the company CEO and/or president. All business mileage must be indicated on a weekly expense report. The difference between this reported mileage and that indicated on the odometer shall be construed to be personal mileage.

## Vehicle Maintenance

---

Every driver of a company vehicle is expected to maintain his/her assigned vehicle in a safe operating condition. Maintenance schedules are outlined in your vehicle's owner manual and should be adhered to and receipts should be maintained to document the prescribed service work was completed. Particular attention should be paid to the maintenance requirements for keeping the warranty of your vehicle in effect. Also, never leave a company vehicle at a service facility without specific instructions as to what work needs to be done. It is the associate's responsibility to track maintenance and service work by submitting receipts to the accounting department attached to a weekly expense report. Each receipt should indicate the vehicle's mileage at the time maintenance and service work was performed.

## Garaging

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The Company Driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times. Whenever you leave a company vehicle, follow these precautions:

- Roll-Up all windows.
- Lock all Doors.
- Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in. Lock all valuable items inside the trunk when the vehicle is left unattended.

When traveling, make sure to take responsible precautions to safeguard the vehicle and its contents.

## Cellular Phones/Radios

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For safety reasons, it is advised that an employee pull over to the side of the road to make an outgoing phone/radio call. Also, if an incoming call is received, the associate should pull off to the side of the road as soon as it is safe to do so.

## Trailer Towing

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The Company's Vehicles are fitted with a trailer hitch to pull a trailer. Personal vehicles used to pull a small trailer must have the appropriate trailer hitch with proper working electrical for lights to pull any trailers safely.

## Bumper Stickers

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No Bumper or Window stickers should be affixed to a company vehicle unless prior consent is received from the human resources manager.



## Company Vehicle Odometers

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Company vehicle odometers shall be governed in accordance with the following federal odometer law regulations:

- Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset, or alter or cause to be disconnected, reset or alter, the odometer of any motor vehicle with the intent to change the number of miles indicated thereon.
- Operation of a motor vehicle with knowledge of disconnect or non-functional odometer is prohibited. No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.
- Criminal Penalties: Any persons who knowingly and willingly commits any of the two items listed above is liable to be fined not more than \$50,000 or imprisoned not more than one year, or both.

Any Company Employee who knowingly violates federal laws specified in items 1 and/or 2 above will be immediately terminated and the company may pursue available civil remedies.

## Vehicle Operating Guideline

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The Company pays for all costs to operate a company vehicle. The washing, cleaning, waxing and garaging of a company vehicle is the driver's responsibility. Fines for parking or speeding violations are not reimbursed.

TIRES: After repairs and fuel, tires are the most costly operating expense. An employee can substantially lower the cost of operating their vehicles by:

- Maintaining the manufacturer recommended tire pressure.
- Checking tire pressure at least once a week, including the spare.
- Carefully inspecting tires for uneven wear, cuts, fabric breaks and abrasions.

Proper tire inflations is a do-it-yourself job which requires only a few minutes of work each week and will minimize expenses by extending tire life and enhance the safe operation of a vehicle.

## What to do in case of an accident

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All Accidents, no matter how seemingly inconsequential, must be reported to the Human Resources Manager. A Company accident reporting form must be filled out as completely and as quickly as possible for submission to the human resource manager. In addition, the driver must notify the local police and state motor vehicle authorities of the accident. If the employee was at fault in an accident while driving a company vehicle, there is a \$500.00 deductible for the collision coverage which is the financial responsibility of the employee. Should an employee allow any family member to drive the company vehicle, the employee shall be fully 100% responsible for any and all damages incurred.

## How to Report an Accident

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If you are involved in an accident, it is necessary to follow the procedure outlined below:

1. If anyone is hurt, call for medical assistance immediately.
2. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
3. Get the name(s) and address(es) of the Owner(s) and Driver(s) involved, license number and registration number of the car(s) involved and the name(s) and address(es) of any passengers in the vehicles connected with the accident.
4. Get the Name of the Other Party's Insurance Company and Insurance Policy Number.
5. Get the Names and Addresses of Witnesses, if any.
6. If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, try to have one called to the scene of the accident.
7. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
8. Sign no statements for anyone except an identified representative of the insurance company covering the assigned company vehicle.
9. Contact the Human Resources manager as soon as possible so a preliminary accident report can be taken.
10. Keep a copy of the Company's authorized accident reporting form for your records.
11. Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help in completing these reports, request help from your local police department, state motor vehicle office, or the human resources manager.
12. If any demand, claims or summons is served to an employee involved in an accident asserting liability against the employee, contact the company CEO and/or President immediately.

There are **NO EXCEPTIONS** to the above requirements. Failure to comply with this procedure could have serious consequences for the Company and your association with the Company.

## Claims by associates against others

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An associate injured by the negligence of others in a vehicle accident may have a claim against the responsible party. In settling such a claim, the associate should keep in mind that he/she may owe reimbursement for any workers' compensation benefits he/she has received.

## Repair Authorization

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Advance approval from the company human resources manager must be obtained before you authorize accident repairs and service work in excess of \$50.00. Obtain receipts for all work performed on a company vehicle. If you pay for reimbursement work under \$50, enter the charges on your expense report for reimbursement.

All vehicle maintenance and repairs are paid for by the company with the exception of service work required as a result of an associate's neglect or misuse of their company vehicle.

For emergency repairs required outside of normal business hours, drivers can authorize the necessary repairs required to make the vehicle operational. Every attempt must be made to reach the President/Vice Present or the Office Manager for Approval. However, the human resources manager should be contacted the next business day indicating repair and service work performed. An employee should be familiar with a vehicle's warranty coverage so as not to pay for parts and services that are warrantied.

Cash payments made by the driver will be reimbursed via an expense voucher report which must include an itemized receipt showing work completed.

## Stolen Vehicle

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If your Company Vehicle is stolen, report the theft immediately to the local police and to the human resources manager. Obtain a copy of the police report filed. Maintain one (1) copy for your personal files and submit one (1) copy to the human resources manager. Do not make the accusations or press charges against anyone being held in connection with the theft.

Any attempted break-in or theft of items from a company vehicle must be reported to the local police department. The Company requires that the following information be provided to the human resources manager:

- The Name, Badge and Precinct Number of the police officers responding to your call.
- A list by Model and Serial number of any Equipment which was stolen.
- The date and location of where the theft occurred.

## Insurance, Licensing and Registration

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### Company Car Insurance

Company vehicles are insured through ONE insurance company. The name of the insurance company covering your vehicle along with appropriate information on the vehicle's insurance coverage will be supplied to you for each company vehicle. If you do not receive or have this information, please contact the human resources manager immediately.

Insurance cards are issued once a year. These are to be kept in the car at all times. Failure to do so result in a fine in most states.

Vehicle Data Sheets, which are sent out as needed, must be checked and information corrected or changed and returned to the human resources manager at the company's headquarters. This is important since insurance cards and packets are issued from these sheets.

Terminations, new hires, and driver change of vehicles should be reported by department managers to the human resources manager as soon as possible in order to keep driver information current and accurate.

### Licensing, Registration & Renewals

All Vehicles that are owned by the Company, all licensing and registration renewals will be administered by the human resources manager. Vehicle registration, insurance cards, and accident report envelopes and forms must be kept current and in the glove compartment of your vehicle. The proper information must be typed on the insurance card. As the assigned driver of the vehicle, it is your responsibility to maintain these items.

When taking a delivery of a new vehicle, the dealer should either install a new license or transfer your old plates, if allowed by local/state law.

Victory Concrete Contractors, Inc.  
**Equipment Safety Inspection Checklist**

**Date:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Equipment:** \_\_\_\_\_

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Ladders, stairs, hand holds	_____	OK	_____	Needs Repair
ROPS (Roll-over protection)	_____	OK	_____	Needs Repair
Seat belts	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Electrical cords	_____	OK	_____	Needs Repair
Ground fault circuit interrupters	_____	OK	_____	Needs Repair
Electrical hand tools	_____	OK	_____	Needs Repair
Powder actuated tools	_____	OK	_____	Needs Repair
Condition of pneumatic hand tools	_____	OK	_____	Needs Repair

**Other Items Checked:**

Oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Hydraulic oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Anti-freeze level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Fuel level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
First aid kit	_____	OK	_____	Needs Repair	_____	Add	_____	Change

Repaired by: \_\_\_\_\_

Checked by: \_\_\_\_\_

## Victory Concrete Contractors, Inc. Job Orientation Guide

Company: \_\_\_\_\_  
 Trainer: \_\_\_\_\_  
 Date: \_\_\_\_\_

Employee: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_  
 Position: \_\_\_\_\_

This checklist is a guideline for conducting employee safety orientations for employees new to Victory Concrete Contractors, Inc. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company and WISHA	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of fire fighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_