

CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action, as it is necessary to obtain compliance.

To carry out this policy, employees shall:

GENERAL PRACTICES

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, call for supervisor or sound alarm and evacuate.
7. Upon hearing the alarm, stop work safely, turn off machines and evacuate to the parking lot immediately. If the way is blocked evacuate to the street through the office area.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.

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(GENERAL PRACTICES continued)

16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Face Shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.

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(GENERAL PRACTICES continued)

- 38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.**
- 39. Cleaning supplies should be stored away from edible items on kitchen shelves.**
- 40. Cleaning solvents and flammable liquids should be stored in appropriate containers.**
- 41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.**

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GENERAL RULES FOR CONSTRUCTION

1. All conditions from construction, alteration, demolition and/or repair including painting and decorating that no contractor or sub-contractor for any part of contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety.
2. All equipment, materials and, job sites should be regularly inspected for safety.
3. All employees must be competently trained and/or have experience to operate equipment or machinery.
4. All employees should be aware of hazards presented by materials, equipment, and job sites.
5. Personal protective devices - all employees must wear the proper equipment for the job site and task at hand.
6. Head protection (hard hats) are required when overhead work is being conducted (risk of flying or falling objects), risk of electrical shock and burns and/or when required by posting at the jobsite.
7. All employees must wear hearing protection on job sites exceeding 85 DBA. (Decibel level.)
8. All employees must wear respiratory protection when dust exceeds limits specified by General Industry Safety Order.
9. All employees should be aware of occupational hazards in construction industry.
10. First Aid kits shall be provided on all job sites.
11. All job sites must supply potable drinking water and adequate washing facilities.
12. One toilet is required for every 20 employees where there is no transportation. Toilets must be cleaned and supplied with toilet paper.
13. Fire protection materials must be portable and located 75 feet from all working areas: fire extinguisher must meet specifications for job at hand.
14. Construction site must have person certified in First Aid.

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CONSTRUCTION

1. All persons shall follow these safe practice rules and render every possible aid to safe operations, and report all unsafe conditions or practices to the Foreman or Superintendent.
2. Foreman shall insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days in the form of a tailgate meeting.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employees ability to safety perform assigned duties shall not be allowed on the job while in that condition.
5. No one shall knowingly be permitted or required to work while the employees' ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
6. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter. In addition, proper confined space training is required.
7. Employees shall be instructed to ensure that all guards and other protective devices and safety equipment are in proper place and adjusted, and shall report deficiencies to Foreman or Superintendent.
8. Hod or cement carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
9. Workers shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties.
10. Employ proper lifting techniques by using the large muscles of the leg rather than the smaller muscles of the back.
11. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
12. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
13. Cleanse yourselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
14. Gasoline shall not be used for cleaning purposes.

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(CONSTRUCTION continued)

15. **No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has been determined that no possibility of explosion exists and authority for the work is obtained from the Foreman or Superintendent. Follow all confined space requirements.**
16. **Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the Foreman or Superintendent.**
17. **All tools and equipment shall be maintained in good condition.**
18. **Damaged tools or equipment shall be removed from service and tagged, "Defective – Danger, Do Not Use".**
19. **Only appropriate tools shall be used for a specific job.**
20. **All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.**
21. **Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.**
22. **Tractors, bulldozers, scrapers, and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.**
23. **When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.**
24. **Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees is prohibited.**
25. **Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.**

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PERMITS, CERTIFICATIONS AND LICENSES

DOSH PERMIT IS REQUIRED FOR:

(California Only)

1. **Construction of trenches or excavation 5 feet or more in depth into which a person is required to descend.**
2. **Construction of buildings, structures, scaffolding or false work more than 3 stories high (36 feet).**
3. **Operation of tower cranes or erection, climbing and dismantling.**
4. **Demolition of buildings or structures or dismantling of scaffolding or false work more than 3 stories.**
5. **Any handling use or disruption of asbestos exceeding .05%.**
6. **Any use of carcinogens.**
7. **Check with the closest DOSH office for additional permits.**

CERTIFICATION:

1. **Forklift operators.**
2. **Cranes and derricks exceeding 3 tons rated capacity.**
3. **Powder activated tool - must be valid operator.**
4. **Check with the closest DOSH office for additional requirements.**

TO CARRY ON-SITE:

1. **Job-Site Safety Manual (IIPP) with Code of Safe Practices.**
2. **SDS-Hazard Communication Program.**
3. **Contingency Plan.**

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There are more safe practices outside of the general construction safe practices provided prior to this statement. The remaining specific safe practices will be accessible on each Superintendent's SDS USB.

You will be able to find safe practices in the SDS USB's for each of the following topics:

- Circular Hand Saw
- Air/Jackhammer
- Machinery/Equipment (Basic Lockout Procedure)
- Cranes (All Types)
- Standard Crane Signals
- Rated Capacities
- Welding and Burning Equipment and Compressed Gasses
- Confined Space
- Construction Housekeeping
- Construction Signs, Signals, and Barricades
- Extension Ladders
- Compressor
- Cement Mixer
- Framers Layout
- Framers Floor and Ceiling Joist
- Framers Roof Framing / Stacking / Sheather
- Sawzall/Reciprocating Saw
- Extension Cord
- Roofers – Loaders & Unloaders Rolls / Tiles
- Roofing Construction
- Crane Hoist Truck
- Conveyor Truck
- Roof Loading
- Bobtail Lift Bed
- General Requirements for Excavations
- General Office
- Computer Workstation
- Electrical
- Construction Carpenters
- Yard Personnel
- Respiratory Protection Device
- Drill
- Electrical Spider Box
- Haulage & Earth Moving Equipment
- Elevated Platforms (Scissor Lift)
- Back Belt
- Electrical
- Grader
- Forward Reachlift
- Operating a Forklift
- Backhoe
- Powder-Actuated Tools
- Hammer
- Mobile Scaffolding
- Electrical Maintenance
- Welding Safety Procedures
- Erection/Dismantling Procedures (Scaffolds)
- High Voltage Procedures
- Hard Hats
- Wheelbarrow
- Roof Walking and Loading
- Concrete Pump Truck
- Concrete Safety
- Erection and Dismantling of Falsework
- Pneumatic Nailer or Stapler
- Impalement Hazard
- Traffic Control
- Temporary Traffic Control Zones