Company

Address

PH: Fax:

Website

**Safety Policy**

**Company Policy:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is dedicated to providing a safe and healthy work environment for all of our employees, sub-contractors and customers. The company shall follow operating practices that will safeguard employees, the public and company operations. We believe all accidents are preventable. Therefore, we will make every effort to prevent accidents and comply with all established safety and health laws and regulations.

**Management Commitment to Safety:**

Management is concerned about employee safety. Accidents, unsafe working conditions, and unsafe acts jeopardize both employees and company resources. Injuries and illnesses result in discomfort; inconvenience and possible reduced income for the employee. Costs to the company include direct expenses (worker’s compensation premiums, damaged equipment, or materials and medical care) and indirect expenses (loss of production, reduced efficiency, employee morale, etc). These indirect costs are reported to cost 4-10 times more than the insured costs of an accident. Accordingly, management will provide sufficient staffing, funds, time and equipment so that employees can work safely and efficiently.

**Proper PPE is mandatory on all job sites. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ requires the following minimum clothing/PPE for all projects:**

1. Hard hats must be worn at all times on the job site. At a minimum, hard hats must meet the ANSI/ISEA Z89.1-2009 standard.
2. At a minimum, long work pants and waist-length shirt with sleeves covering the shoulder are to be worn at all times. Sleeveless shirts or going shirtless are not acceptable work attire.
3. Steel or composite-toed work boots or shoes are required on all job sites. During roofing operations when non-skid or non-marking footwear is expressly approved by management and site supervision, other footwear may be approved. This footwear must be changed to steel or composite toed work boots or shoes when returning to ground level.
4. Task-appropriate hand protection must be available and used as per JSA requirement.
5. Task-appropriate eye protection must be available and used as per JSA requirement.
6. Ear protection must be available when noise levels will approach or exceed OSHA minimums and as required by JSA.
7. Every employee will have an appropriate and approved fall protection harness for all work above 6’ from lower level.

**Assignment of Responsibilities:**

Safety is everyone’s responsibility. Everyone should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. The list should not be construed as all-inclusive and is subject to change as needed.

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will:**
   1. Provide sufficient staffing, funds, time and equipment so those employees can work safely and efficiently.
   2. Demand safe performance from each employee and express this demand periodically and whenever the opportunity presents itself.
   3. Delegate the responsibility for a safe performance to the Safety Director, Gary Smith, Supervisors, Foremen and Employees, as appropriate.
   4. Hold every employee accountable for safety and evaluate performance accordingly.
   5. Periodically review the Safety Program effectiveness and results.
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_management will:**
   1. Provide the resources, direction and audits to integrate safety into management systems.
   2. Review all pre-project planning tasks at start of all new projects or jobs.
   3. Establish and maintain a safety education and training program.
   4. Periodically conduct surveys, meetings and inspections.
   5. Advise supervisors and employees on safety policies and procedures.
   6. Assure that all newly hired employees have been given a thorough orientation concerning the company safety program.
   7. Make available all necessary personal protective equipment (PPE); job safety material and first aid equipment.
   8. File all workers’ compensation claims immediately and work with the worker’s compensation carrier to ensure proper medical treatment is provided to injured workers and they are returned to work as quickly as medically possible.
   9. Log and file OSHA forms 300, 300A and 301 as required.
3. **Supervisor/Foremen will:**
   1. Implement all rules and regulations.
   2. Comply with all contractor safety rules.
   3. Notify site supervision if jobsite safety is compromised by unsafe conditions or activities observed. This includes other trades and contractors not under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ supervision.
   4. Ensure that each employee is trained and follows all applicable OSHA standards, codes, laws and ordinances.
   5. Ensure that all employees review, sign and adhere to the appropriate Job Safety Analysis (JSA) for each task.
   6. Perform all necessary inspections and checklists to maintain a safe and orderly work environment.
   7. Stop or otherwise shut down work operations when unsafe conditions arise, until such time as the hazards are removed.
4. **Each employee is ultimately responsible for his/her own safety. No task should be completed unless it can be completed safely. Employees will:**
   1. Comply with all safety programs, rules, regulations, procedures and instructions that are applicable to his/her actions and conduct.
   2. Read, certify understanding of, and maintain compliance with both the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Safety Program and the site-specific Emergency Evacuation Plan.
   3. Refrain from any unsafe act that might endanger him/her or fellow workers.
   4. Use all safety devices and personal protective equipment provided for his/her protection.
   5. Report all hazards, incidents and near-miss occurrences to their immediate supervisor, regardless whether or not injury or damaged property was involved.
   6. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate supervisor or Safety Director.
   7. Participate in safety meetings, training sessions, and surveys as requested and provide input regarding how to improve safety.
   8. Notify Safety Director immediately of any change in physical or mental conditions or use of prescription drugs that would affect the employee’s job performance or safety of him/her or others.
   9. Notify management within 5 days of any serious driving, drug/alcohol, or criminal convictions.
   10. Be a safe worker on (and off) the job. Help coworkers do their job safely. Come to work every day with a safe attitude.
   11. Read, certify understanding of, and maintain compliance with any and all Job Safety Analyses (JSAs) concerning each task at every phase of construction
   12. Stop work when conditions or hazards change or when unexpected conditions are encountered during the execution of work, or when work cannot be performed as written, or instructions become unclear during execution.

**First Aid**

The default area for minor first aid treatment shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Foreman’s vehicle. Each \_\_\_\_\_\_\_\_\_\_\_\_\_ foreman’s work vehicle will be equipped with a first aid kit to aid in the treatment of minor cuts, abrasions or injury.

Consult the site-specific Emergency Evacuation Plan for additional specific instructions, first aid areas, and available resources. Emergency numbers will be included on the Project Information Sheet and Emergency Evacuation Plan.

In case of a non-emergency accident, directions to the nearest hospital are included on the Emergency Evacuation Plan.

Safety Data Sheets (SDS), located in a handbook in each foreman’s truck should be consulted as necessary if chemical exposure requires first aid.

**GHS/SDS**

The GHS is an acronym for *The Globally Harmonized System of Classification and Labelling of Chemicals*. The GHS is a system for standardizing and harmonizing the classification and labelling of chemicals. It is a logical and comprehensive approach to:

* Defining health, physical and environmental hazards of chemicals;
* Creating classification processes that use available data on chemicals for comparison with the defined hazard criteria; and
* Communicating hazard information, as well as protective measures, on labels and Safety Data Sheets (SDS).

Each \_\_\_\_\_\_\_\_\_\_\_\_\_ foreman’s work vehicle will include a book containing Safety Data Sheets (SDS). Most chemical manufacturers also make the SDS for their products readily available online. Consult the SDS to understand and mitigate potential hazards of chemicals before using them. The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

1. **Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
2. **Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.
3. **Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.
4. **Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.
5. **Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.
6. **Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.
7. **Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.
8. **Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).
9. **Section 9, Physical and chemical properties** lists the chemical's characteristics.
10. **Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.
11. **Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
12. Section 12, Ecological information\*
13. Section 13, Disposal considerations\*
14. Section 14, Transport information\*
15. Section 15, Regulatory information\*
16. **Section 16, Other information,** includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

If an SDS is not included or is missing from the handbook, notify a supervisor or management as soon as is practical so that it can be included on all job sites.

**Accountability for Safety:**

Everyone is accountable for safety. Management and Safety Director will establish safety objectives, develop and direct accident prevention activities. All employees should strive to reach those objectives and will be evaluated accordingly. All managers’ and supervisor/foreman annual appraisals will include safety responsibilities.

**Your Opinion Matters:**

The Company requests ongoing comments and feedback from all employees. Be honest. You know your job better than anyone else. Therefore you can provide valuable input into policy and methodology for performing a job safely. Changes to existing safety programs, rules, procedures, etc. may be influenced by your responses. Full cooperation of all employees is expected.