

Safety Policy for Construction Operations

Orientation For New Employees

This company is very serious about safety. We want you to also think seriously about safety - both your own safety and the safety of others.

Safety is the responsibility of every employee. Most injuries occurring in our industry are preventable. One does not need to suffer an injury trying to get a job done. When you see an unsafe act or an unsafe condition, correct it yourself immediately or ask your supervisor for help in getting it corrected. If you have any problems, such as dizziness, trouble breathing, bad back, having fainting spells, personal problems, etc., which could affect your work, *let your supervisor know about it*. Supervisors need to know so you won't be placed in a situation where you could hurt yourself or others.

Safety is accomplished through effective communication, sincere desire, honest effort, common sense and support by everyone. Merely talking about safety does not prevent accidents.

Your supervisor will hold periodic safety meetings for the entire crew. You are required to attend. Participate in the meeting. Contribute your "knowhow" for the less experienced and ask questions if you don't understand.

Learn the material in this booklet that pertains to your work. Refer to this material and to your supervisor before starting any task that may be unfamiliar to you. Be aware of other activities nearby that may create hazards to you or which may affect your work.

General Safety Rules

All of our safety rules must be obeyed. Failure to do so will result in strict disciplinary action being taken.

1. Keep your mind on your work at all times. No horseplay on the job. Injury or termination, or both, can be the result.
2. Personal safety equipment must be worn as prescribed for each job, such as; safety glasses for eye protection, hard hats shall be worn on all jobs where hazards exist from falling or flying objects, harmful contacts, exposure to electrical shock; and when handling materials, and safety shoes are highly recommended for protection against foot injuries.
3. Keep your shirt on to prevent sunburn and to protect against acid burns, steam burns, weld splatter, and cuts. Minimum clothing for the upper body is a T-shirt.
4. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush over the affected part. Secure medical aid immediately.
5. Watch where you are walking. Don't run.

6. The use of illegal drugs or alcohol or being under the influence of same on the project shall be cause for termination. If strong prescription drugs are given to you that warn against driving or using machinery, let your supervisor know about them.
7. Do not distract the attention of fellow workers. To do so may cause injury.
8. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
9. A good job is a clean job and a clean job is a safe one. So keep your working area free from rubbish and debris.
10. Do not use a compressor to blow dust or dirt from your clothes, hair, face or hands.
11. Never work aloft if you are afraid to do so, are subject to dizzy spells, or if you are apt to be nervous or sick.
12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid facilities until a doctor arrives.
13. Know where firefighting equipment is located and learn how to use it.
14. Learn to lift correctly – with the legs, not the back. If the load is too heavy, GET HELP. 20% of all construction-related injuries result from lifting materials.
15. Riding on loads, fenders, running boards, sideboards, and gates or with your legs dangling over the ends or sides of trucks will not be tolerated.
16. Do not use power tools and equipment until you have been properly instructed in safe work methods and become authorized to use them.
17. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
18. Do not enter an area which has been roped off or barricaded.
19. If you must work around power shovels, cranes, trucks, and dozers make sure operators can always see you.
20. Never oil, lubricate, or fuel equipment while it is running or in motion.
21. Rope off or barricade danger areas.
22. Keep away from the edge of cuts, embankments, trenches, holes and/or pits.
23. Trenches over 5 ft. in depth must be shored or sloped as required. Keep out of trenches or cuts that have not been properly sloped or shored. Excavated or other material shall not be stores nearer than 3 feet from the edge of any excavation.
24. Use the “four and one” rule when using a ladder. One foot of base for every four feet of height.
25. Always secure the bottom of the ladder with cleats and/or safety feet. Lash off the top of the ladder to avoid shifting.
26. Ladders must extend three feet above a landing for proper use.

27. Defective ladders must be properly tagged and removed from service.
28. Keep ladder bases free of debris, hoses, wires, materials, etc.
29. Build scaffolds according to manufacturers' recommendations.
30. Scaffold planks must be cleated or secured to prevent them from sliding.
31. Use only extension cords of the three-prong type. Check the electrical grounding system daily.
32. The use of safety belts with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
33. Never throw anything "overboard". Someone passing below may be seriously injured.
34. Open fires are prohibited.
35. Know what emergency procedures have been established for your job site. (Location of Emergency Phone, First Aid Kit, Stretcher Location, Fire Extinguisher Locations, Evacuation Plan, etc.)

Compliance with Safety Rules and Regulations under the Michigan Occupational Safety and Health Act of 1974 is mandatory.

The information contained herein in no way relieves suppliers or subcontractors of their lawful or contractual responsibilities and obligations for safety. Suppliers and/or subcontractors should seek professional guidance (legal/safety) in developing their own safety rules and programs.



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