



RHOMBUS

CONSTRUCTION, INC.

Company Safety Program

TABLE OF CONTENTS

Employee Safety Letter	4
Safety Administration Procedures	5
Company Safety Goals and Objectives	5
Responsibilities	5
Accountability Procedures	8
Safety Enforcement Procedures	8
Safety Reports and Recordkeeping Procedures	9
Accident Reporting and Investigation Requirements	10
Responsibilities of the Site Superintendent	10
Responsibilities of the Company President/Owner	10
Government Safety and Health Compliance	11
Company Safety Education and Training	12
Supervisory Training	12
Employee Safety Rules	12
Safety Toolbox Talks	12
Field Construction Safety and Health Requirements	13
Job Site Safety Inspections	13
Emergency Preparedness Procedures	14
Summary	14
Jobsite Safety Handbook	15
Personal Protective Equipment	15
Housekeeping and Access Around Site	15
Stairs and Ladders	15
Scaffolds and Other Work Platforms	16
Planking	16
Scaffold Guardrails	17
Fall Protection	17
Alternatives	17
Work on Roofs	17
Excavation and Trenching	18
Foundations	19

Tools and Equipment	19
Vehicles and Mobile Equipment	20
Electrical	20
Fire Prevention	20
Heat Stress Plan	22
Subcontractor Safety Evaluation Process	25
Review of Subcontractors Safety Program	26
Procedure for Processing Subcontractor Safety Violations	27
Safety Violation/Warning/Supervisor Site Checklist	28
Accident Investigation Report	29
Safety Orientation Checklist For Subcontractors	30
Safety Audit Checklist	31

Employee Safety Letter

To All Rhombus Construction, Inc. Employees:

It is the policy of Rhombus Construction, Inc. to strive for the safest possible performance on each of our job sites.

The attached safety and loss-control guidelines represent a wealth of practical experience tested in the safety-conscious environment of many successful projects. Implementing these procedures will protect the well-being of our employees and Rhombus Construction, Inc. resources from any harm or financial loss caused by accidents. Therefore, as a condition of employment by Rhombus Construction, Inc. each employee is required to understand and abide by these procedures.

Because each construction project is unique, some of these procedures may need to be refined or expanded to meet the site-specific safety and loss-control needs of a particular project. Your Site Supervisor may refine or expand these procedures as needed, with my approval. For more information on complying with specific safety policies and procedures, please contact your Site Supervisor or the office.

Safety is as critical to Rhombus Construction, Inc. operations as planning, scheduling, or billing. It is an integral part of our routine operations. Further, Rhombus Construction, Inc. believes that accidents are preventable, and that it up to each of us to ensure that we practice safety as a routine part of our daily work.

Rhombus Construction, Inc. is committed to maintaining safe and healthful workplaces, and to protecting the public against any potential hazards caused by our operations.

Sincerely,

Craig L. Milton – President
Rhombus Construction, Inc.

Safety Administration Procedures

Company Safety Goals and Objectives

On each construction job site, the Site Supervisor will be accountable to the Company president, for the successful achievement of targeted Company safety and loss-control goals. The Company's project safety and loss-control goals are:

1. protection of employees;
2. zero fatalities;
3. zero permanent disabilities;
4. prevention of injuries and illnesses;
5. prevention of any fires, vehicle accidents, or property-damage losses.

These safety goals are intended to control and prevent those construction job site failures that cause fatalities, injuries, illness, equipment damage, or fire, and that cause damage to or destruction of property at the job site.

Responsibilities

Company president

The Company president will:

- Provide direction, motivation, and accountability to ensure an active safety and loss-control program for all Company construction projects.
- Provide office and field administration safety and loss-control activities in keeping with the Company's safety goals and objectives.
- Establish an adequate project budget to fund the safety and loss-control programs.
- Establish annual Company safety goals and objectives to be achieved by the job Site Supervisors.
- As part of performance evaluations, hold the Site Supervisor accountable for the success or failure in achieving specific targeted project safety performance and insurance cost-control goals.
- Assist the Site Supervisor in the formulation of Company site-specific safety and loss-control programs.
- Ensure that each member of the field supervisory team has a good working knowledge of all client, governmental, and Company safety and loss-control requirements.
- Periodically take part in various employee safety toolbox talks.

- Review monthly field-safety status reports for the purpose of evaluating each project's safety and insurance performance.
- Establish the incentive and disciplinary actions necessary to encourage a well-functioning safety program.

Site Supervisors

The Site Supervisor is responsible for the safety of all Company field employees on his or her project. The Site Supervisor will:

- With the assistance of the President, establish project safety, health, first aid, fire prevention and protection, site security, and insurance claims-handling procedures that comply with applicable client contractual documents and specifications, federal or state OSHA, and Company safety and loss-control procedures.
- Monitor the project's safety status and employee morale by personally conducting a daily safety inspection of the job site(s) and initiating necessary corrective action.
- Conduct accident investigations, analyze the causes, and formulate recommendations for corrective and preventive action.
- Prepare accident reports and maintain adequate and timely documentation of all workers' compensation reports.
- Maintain and update any necessary OSHA records and material safety data sheets (MSDSs).
- Conduct safety training for all field employees.
- Ensure that each job site has the necessary safety equipment and materials, personal protective equipment, first aid supplies, and emergency telephone numbers posted.
- Monitor all subcontractors to ensure compliance with the safety performance requirements of the project, and notify them of any infractions.
- Prepare and distribute job-safety bulletins and subject material for toolbox safety meetings, and review and audit the meetings to ensure effectiveness.
- Conduct project safety and loss-control training sessions for new employees.
- Enforce the disciplinary actions necessary to ensure a well-functioning safety program.
- Notify the Company president/owner as soon as possible in the event of any serious accident or OSHA inspection.

Field Employees

Safety is a management responsibility. Nevertheless, management cannot be solely responsible for the acts of employees. Each employee is expected, as a condition of

employment, to work in a manner that will not inflict self-injury or cause injury to fellow workers. It is important that each employee understands that responsibility for his or her own safety is integral to the job. Each employee will:

- comply with all safety rules and regulations;
- report all accidents and injuries immediately to the supervisor;
- use the proper tools and personal protective equipment for the job;
- report all unsafe conditions to the Site Supervisor;
- know what emergency telephone number to call in case of fire or injury;
- help to maintain a safe and clean work area;
- participate in Company safety training;
- set a good example for others to follow.

Subcontractors

Rhombus Construction, Inc. expects that its subcontractors will have established their own safety and health programs. Each subcontractor is responsible for the safety of his or her employees on each Company project. Each subcontractor is expected to:

- Comply with the applicable federal and state OSHA regulations.
- Supply the Company with a copy of the subcontractor's company safety program and material safety data sheets (MSDSs) for materials used on Company projects.
- Report immediately all accidents, injuries, and fatalities that have occurred on Company job sites to the Company job Site Supervisor.
- Supply the proper personal protective equipment and safety equipment to his or her employees and ensure their use.
- Have adequately trained their field employees on proper safety practices.
- Report all unsafe conditions to the Site Supervisor.
- Notify the Site Supervisor or Company president immediately in the event of an OSHA inspection when no Company personnel are on site.

Accountability Procedures

No phase of our Company's operations is of greater importance than accident prevention. All of us must be aware of and vigorously pursue project safety goals. We must also ensure that proper planning allows for safe work practices to be used. Our interests must be vocal, visible, and continuous so that all employees will know there is only one acceptable way to do the job—the safe way.

Every employee shall be held accountable for his or her safety and loss-control performance. This accountability will be reflected in retention, promotions, salary increases, bonuses, and perks.

Safety Enforcement Procedures

When it is necessary to warn an employee of an infraction of Company safety rules, a written reprimand must be issued on the Employee Safety Violation Reprimand Form. The job Site Supervisor will issue a written reprimand as soon as an infraction has been observed. The reprimand serves to:

- allow employees to change unsafe work practices;
- document an infraction that will go in an employee's personnel file;
- guarantee that employees are warned of rule infractions prior to further disciplinary action being taken.
- It would be appropriate to issue a reprimand for the following reasons:
- failure to wear proper protective equipment, such as eye protection;
- willfully endangering one's life or the lives of other employees, which is gross misconduct and will be cause for immediate dismissal;
- performing work in an unsafe manner.

The severity of the discipline will be determined by the extent of the exposure to the employee in question, other employees, and the Company. If the incident is the likely cause of an accident, or if the violation had a high probability of resulting in an accident, the employee may be terminated. If the incident had a moderate probability of causing an accident, time off without pay may result. If the incident had a low probability of causing an accident, the Site Supervisor should personally advise the employee that three written reprimands for safety violations will result in immediate termination.

Safety Reports and Recordkeeping Procedures

Purpose. Various accident and injury reports and records are necessary to meet the requirements of the Company, insurance carriers, and government regulatory agencies.

Scope. These uniform procedures apply to all Company job sites and will be used to measure the overall safety and insurance performance of each Company project.

Administration. The job Site Supervisor can delegate the daily administration of these reporting and recordkeeping requirements to a staff member. In that event, however, the job Site Supervisor will determine the actual timely and adequate completion and distribution of these reports and records.

General Requirements. Copies of forms and records will not be duplicated or distributed to unauthorized personnel, outside agencies, employees, or other third parties without the explicit permission of the Company president. Requests for forms or records from third parties or external agencies must be directed to the Company president for approval. This includes requests from clients and owners of projects. Forms devised for use at field locations must be approved by the Company president prior to being used. Any and all records generated at field locations must be maintained at the location until completion of the project. No safety or medical files or records are to be destroyed.

1. Company records. The job Site Supervisor shall maintain on file all company safety records, including workers' compensation reports (Dept. of L & I), Accident Investigation Form, construction Safety Audit, and Sample Safety Orientation Checklist for Subcontractors.

2. OSHA 200 Log. The OSHA 200 Log must only be kept by employers who have employed more than 10 employees during the previous calendar year. "Employee" does not include subcontractors, who are considered separate employers by OSHA and who must maintain their own OSHA records.

Each Site Supervisor shall be responsible for maintaining the Company's OSHA 200 Log of recordable accidents and injuries. General instructions for completing the OSHA form are shown on the reverse side of the form. In addition to the instructions included with the form, the following procedures will be used to process and complete the report:

- The job Site Supervisor is responsible for completing and signing the OSHA 200 Log.
- The OSHA 200 Log must be retained for five years.
- When Company work is still ongoing from the previous year, the right hand portion of the last page of the OSHA 200 Log must be posted on the Company job site bulletin board no later than February 1, for a period of not less than 30 days, after which it may be taken down and filed with other job site safety records.
- Under no circumstances will the Company Site Supervisor maintain an OSHA 200 Log for subcontractors.

Accident Reporting and Investigation Requirements

The following accident investigation procedures are designed to limit the amount of paperwork required by Site Supervisors, especially front-line supervisors. Site Supervisors must complete a written report on serious accidents, however. Use of the Accident Investigation Report form will allow superintendents to assemble valuable data that may be used when planning future projects. Its use will also meet OSHA's recordkeeping requirements for recordable accidents.

The Company considers an accident to be serious if it results in:

- occupational death(s), regardless of the time between injury or illness and death;
- occupational illness or illnesses resulting in permanent total disabilities;
- occupational accident(s) that involve any property damage;
- hospitalizations.

Responsibilities of the Site Supervisor

Investigating accidents is a responsibility of all levels of management and a concern for every employee, but the site superintendent's unique position gives him or her special priority and responsibility in this function.

For example, the Site Supervisor usually knows the most about an accident, and has a personal interest in identifying accident causes. He or she can take the most immediate action to prevent an accident from recurring, and is in a position to communicate most effectively with the workers. Given this unique advantage, the superintendent must:

- Ensure that each employee receives prompt first aid treatment for all injuries.
- Review and correct the causes of all minor injuries to his or her employees.
- Take any emergency action necessary to minimize the extent of loss to both employees and property when a serious accident occurs.
- Investigate and report findings and recommendations by completing the Accident Investigation Report Form.
- Immediately notify the Company president/owner regarding a serious accident.
- Complete the appropriate project insurance report forms and forward them to the insurance carrier.

Responsibilities of the Company President

The Company president specific responsibilities in accident investigation are to:

- Provide the leadership, guidance, and controls to ensure that the accident investigation responsibilities at all levels of site management are effectively administered.

- Determine whether there is an immediate need to inform the Company's legal counsel and insurance agent or broker, based on preliminary information received from the field.
- Take part in a meeting with the Site Supervisors to review safety and loss-control policies or procedures that need to be developed or upgraded.
- Clear all press statements with the Company's legal counsel, the client, and the insurance carrier.

Note: All statements, with respect to any accident, made to person(s) not connected with the Company will be handled by the president/owner. Statements that must be made by Company field personnel to insurance company representatives or law enforcement authorities will be confined to the "basic facts." Further details must be cleared by the Company President/Owner prior to their release. No statement regarding accident liability will be made to anyone not connected with the Company.

Governmental Safety and Health Compliance

The Company is committed to providing the safest possible work site for our field employees, and supports the goals and purpose of the Occupational Safety and Health Act (OSHA). The OSHA Construction Industry Safety and Health Standards (29 CFR 1926) are considered the minimum safety requirements for this Company.

The Site Supervisor will:

- Obtain copies of the most recent issue of the applicable federal and state OSHA construction safety and health standards.
- Ensure that OSHA standards are rigorously applied in terms of equipment procedures and job content.
- Ensure that employees follow OSHA standards, by using required equipment and precautions and applying sound principles of employee discipline when employees fail to comply. (Although the Act requires employees to comply with OSHA standards, it sets no penalties for employee failure to do so. Instead, management may be cited for not enforcing rules on the job site.)
- Maintain appropriate OSHA records.
- Ensure posting of required notices related to OSHA.
- Be prepared for and meet the requirements of OSHA inspections.

Company Safety Education and Training

Supervisory Training

Safety education of all employees, from Site Supervisors to field employees, will be conducted through all phases of the work performed by the Company. The Site Supervisor is responsible for the prevention of accidents at work under his or her direction, and will be responsible for thorough accident prevention and safety training, as well as instruction of the supervised employees.

The Site Supervisor is also responsible for ensuring that all job site employees comply with the applicable training provisions of OSHA regulations. Training records must be kept up-to-date and readily available for review during OSHA inspections.

Employee Safety Rules

The Site Supervisor will provide each temporary and full-time job site employee a copy of the Company's safety program and policies. Employees must be given a training session covering the Company's job rules and regulations and the employee's personal safety requirements.

As a condition of employment, each job site employee will be required to sign and date an acknowledgement of receipt of the safety program and policies. The acknowledgment will be placed in the employee's personnel file.

Safety Toolbox Talks

Responsibilities. The Company president will provide the direction and motivation to ensure that Site Supervisors conduct regular work-group safety meetings, also known as toolbox talks. The Site Supervisor will ensure that the discussion leader for each toolbox talk understands all Company and site-specific safety and loss-control policies and programs.

Conducting toolbox talks. Weekly toolbox talks will be conducted and last approximately 15 minutes. The talks will include time for active participation by employees, including a question-and-answer session.

Talks will also be scheduled at the beginning of new operations to ensure that all of the employees are familiar with safe work practices and the requirements of upcoming work.

Talks may be either motivational or instructional in nature. The motivational meeting creates awareness and aims at worker self-protection. The instructional meeting covers a particular job task or procedure.

Field Construction Safety and Health Requirements

Job Site Safety Inspections

Inspections should be conducted periodically to detect and correct unsafe practices and conditions. These inspections should focus on the identification and correction of potential safety, health, and fire hazards.

As part of an effective inspection program, the Site Supervisor must:

- Set inspection responsibilities and schedules.
- Develop an administrative system for review of reports.
- Set up a procedure to follow up on corrected conditions.
- Analyze inspection findings.
- Set program standards for observing employee safety practices.
- Communicate program standards for observing employee practices to each supervisor.
- Communicate program safety standards to workers.
- Monitor performances of workers' safety practices.

Weekly safety audit by Site Supervisors.

While all employees should correct unsafe work activities on the job site, a more formalized job site safety audit should be conducted once a week by the site superintendent, according to the following guidelines:

- This weekly inspection will be based on the Safety Audit. This form will be completed on a weekly basis by the site superintendent, then signed and submitted to the president/owner.
- The Site Supervisor should conduct this weekly audit in person, and should not delegate the audit to other staff members.

Inspections by company president.

On every job site visit, the Company president and the Site Supervisor should discuss the status of site safety and loss-control programs and performance results to date, as measured against Company targeted goals. The president should tour all Company work locations with the Site Supervisor to review job site working conditions and compliance with Company safety policies.

Company insurance carrier safety audits.

Carriers of the Company's workers' compensation, general liability, and automobile insurance may need to conduct a job site safety inspection or accident investigation. These Company insurance safety audits should be scheduled with the approval of the president, who will in turn notify the Site Supervisor when the insurance representatives will be on site. Site Supervisory personnel should cooperate fully with the Company's insurance representatives.

Emergency Preparedness Procedures

Medical and first aid requirements. Telephone numbers for emergency service units should be posted on the job site. Company superintendents will render first aid and CPR, if qualified, until medical emergency personnel take over treatment.

Fire prevention and protection. The Site Supervisor should be knowledgeable of and in compliance with fire prevention and protection¹ regulations. Company new-hire training sessions should include:

- emergency telephone number(s) for reporting a fire;
- locations throughout the job site of fire alarm systems;
- location and proper operation of fire extinguishers;
- emergency evacuation routes and procedures.

Summary

This Company places primary importance on safety and loss-control in planning all Company activities in order to protect employees and Company assets. Each member of the field supervisory team is responsible for the safety, well-being, and safe work conduct of all employees. This written safety and total loss-control program may be revised periodically. Please forward to the Company president written comments and suggestions regarding revisions to this document.

¹ Fire protection refers to the use of fire extinguishers, evacuation routes, and emergency procedures when a fire does occur.

JOBSITE SAFETY HANDBOOK

PERSONAL PROTECTIVE EQUIPMENT

Workers must use personal protective equipment, such as:

- Hard hats when overhead, falling or flying hazards exist;
- Safety glasses or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete and/or harmful chemicals
- Proper shoes or boots to lessen slipping hazards and prevent toe crushing and nail punctures;
- Safety belts and/or harness systems for fall protection

HOUSEKEEPING AND ACCESS AROUND SITE

- Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping
- Keep boxes, scrap lumber and other materials picked up and put in a dumpster or trash/debris area to prevent fire and tripping hazards
- Provide enough light to allow workers to see and to prevent accidents

STAIRS AND LADDERS

- Install permanent or temporary guardrails on stairs before stairs are used for general access between levels to prevent someone from falling or stepping off edges.
- Keep manufactured made ladders in good condition and free of defects – Do not use job made ladders
- Inspect ladders before use for broken rungs or other defects so falls don't happen. Discard or repair defective ladders
- Secure ladders near the top or at the bottom to prevent them from slipping and causing falls.

SCAFFOLDS AND OTHER WORK PLATFORMS

- Provide ladders or stairs to get on and off scaffold and work platforms safely
- Keep scaffolds and work platforms free of debris. Keep tools and materials as neat as possible on scaffolds and platforms. This will help prevent materials from falling and workers from tripping
- Erect scaffolds on firm and level foundations
- Finished floors will normally support the load and provide a stable base (Working deck must be 100 level)
- Scaffold legs must be placed on firm footing and secured from movement or tipping, especially on dirt or similar surfaces (A good foundation is a must)
- Erecting and dismantling scaffolds must be under the supervision of a competent person
- The competent person must inspect scaffolds before each use
- Don't use blocks, bricks, or pieces of lumber to level or stabilize the footings. Manufactured base plates or "mud sills" made of hardwood or equivalent can be used.

PLANKING

- Fully plank or use manufactured decking to provide a full work platform on scaffolds. The platform decking and/or scaffold planks must be scaffold grade and not have any visible defects
- Extend planks or decking material at least 6' over the edge or cleat them to prevent movement. The work platform or planks must not extend more than 12" beyond the end supports to prevent tipping when stepping or working
- Be sure that manufactured scaffolds are the proper size and that the end hooks are attached to the scaffold frame

SCAFFOLD GUARDRAILS

- Guard scaffold platforms that are more than 10 feet above the ground or floor surface with a standard guardrail. If guardrails are not practical, use other fall protection devices such as safety belts/harnesses and lanyards

- Place the toprail approximately 42” above the work platform or planking with a midrail about half that high at 21”
- Install toe boards when other workers are below the scaffold

FALL PROTECTION

- Install guardrails around open floors and walls when the fall distance is 6’ or more. Be sure the top rails can withstand a 200 lb load
- Construct guardrails with a toprail approximately 42” high with a midrail about half that high at 21”
- Install toeboards when other workers are below the work area
- Cover floor openings with larger than 2x2 (inches) with material to safely support the working load

ALTERNATIVES

- Use other fall protection systems like slide guards, roof anchors or alternative safe work practices when a guardrail system cannot be used
- Wear proper shoes or footwear to lessen slipping hazards
- Train workers on safe work practices before performing work on foundation walls, roofs, trusses, or where performing exterior wall erections and floor installations

WORK ON ROOFS

- Inspect for and remove frost and other slipping hazards before getting onto roof surfaces
- Cover and secure all skylights and openings, or install guardrails to keep workers from falling through the openings
- Install slide guards along the roof eave after the first 3 rows of roofing material are installed and then again every 8 feet up the roof when the pitch exceeds 6:12
- Use a safety harness system with a solid anchor point on steep roofs with pitch greater than 8:12 or if the ground to eave height exceeds 25 feet
- Stop roofing operations when storms, high winds or other adverse weather conditions create unsafe conditions

EXCAVATION AND TRENCHING

- Find the location of all underground utilities by contacting the local utility locating service before digging
- Keep workers away from digging equipment and never allow workers in an excavation when equipment is in use
- Keep workers from getting between equipment in use and other obstacles and machinery that can cause crushing hazards
- Keep equipment and the excavated dirt back 2 feet from the edge of the excavation.
- Have a competent person conduct daily inspections and correct any hazards before workers enter a trench or excavation
- Provide workers a way to get into and out of a trench or excavation. Ladders and ramps can be used and must be within 25' of the worker.
- For excavations and utility trenches over 5 feet deep, use shoring (trench boxes), benching, or slope back the sides. Unless soil analysis has been completed, the earth's slope must be at least 1 1/2 horizontal to 1 vertical
- Keep water out of trenches with a pump or drainage system, and inspect the area for soil movement and potential cave-ins
- Open ditches more than 24 hours or overnight must have fence protection
- Keep drivers in the cab and workers away when dirt and other debris are being loaded into dump trucks. Workers must never be allowed under any load and must stay clear of the back of vehicles.

FOUNDATIONS

After the foundation walls are constructed, special precautions must be taken to prevent injury from cave-ins in the area between the excavation wall and the foundation wall.

- The depth of the foundation/basement trench cannot exceed 7 1/2 feet deep unless other cave-in protection is provided
- Keep the horizontal width of the foundation trench at least 2 feet wide. Make sure there is no earth vibration while workers are in the trench

- The area around the foundation should be four feet
- Plan the foundation trench work to minimize the number of workers in the trench and the length of time they spend there
- Inspect the trench regularly for changes in the stability of the earth (water, cracks, vibrations, spoils pile). Stop work if there is any potential for cave-in and fix the problem before work starts again

TOOLS AND EQUIPMENT

- Maintain all hand tools and equipment in safe condition and check regularly for defects. Broken or damaged tools and equipment must be removed from the jobsite
- Use double insulated tools, or ensure the tools are grounded (check for ground plug)
- Equip all power saws (circular, skill, table, etc) with blade guards. Saws must be turned off when unattended
- Provide training for workers before pneumatic or powder-actuated tools are used
- Make sure cords are not damaged, the outer insulation must not be cut
- Pneumatic and powder-actuated tools must only be used by trained and experienced personnel. Require proper eye protection for workers.
- Never leave cartridges for pneumatic or powder-actuated tools unattended. Keep equipment in a safe place, according to manufacturers instructions

VEHICLES AND MOBILE EQUIPMENT

- Inform workers verbally and provide training to stay clear of backing and turning vehicles and equipment with rotating cabs
- Maintain back-up alarms for equipment with limited rear view or use someone to help guide them back
- Verify experience or provide training to crane and heavy equipment operators
- Maintain at least 10 foot clearance from overhead power lines when operating equipment
- Block up the raised bed when inspecting or repairing dump trucks

- Use a tag line to control materials moved by a crane

ELECTRICAL

- Prohibit work on new and existing energized (hot) electrical circuits until all power is shut off and a positive “Lockout/Tagout System” is in place
- Maintain all electrical tools and equipment in safe condition and check regularly for defects
- Broken or damaged tools and equipment must be removed from the jobsite
- Protect all temporary power (including extension cords) with Ground Fault Circuit Interrupters (GFCI’s). Plug into a GFCI protected temporary power pole, a GFCI protected generator, or use a GFCI extension cord to protect against shocks
- Locate and identify overhead electrical power lines. Make sure that ladders, scaffolds, equipment or materials never come within 10 feet of electrical power lines
- Exterior electrical must be approved for exterior (no internal junction boxes)

FIRE PREVENTION

- Provide fire extinguishers near all welding, soldering or other ignition sources
- Avoid spraying of paint, solvents or other types of flammable materials in rooms with poor ventilation. Build up of fumes and vapors can cause explosions or fires
- Store gasoline and other flammable materials in a safety can outdoors or in an approved storage facility. (Metal cans with self-sealing lids)
- Provide one fire extinguisher within 100 feet of employees for each 3000 square feet of building

HEAT STRESS PLAN

Purpose

To provide a safe and healthful working environment and protect Rhombus Construction, Inc. employees who are exposed to temperature extremes, radiant heat, humidity, or limited air movement while working from heat related illnesses.

Policy

The workplace will be evaluated to determine if Rhombus Construction, Inc. employees are at risk from heat related illnesses during temperature extremes and hot weather while working. If it is determined that employees are at risk they will be trained to be aware of heat related illnesses, how to prevent heat related illnesses, the symptoms of heat related illnesses, and procedures to take if symptoms are present.

Implementation of Rhombus Construction, Inc. Heat Stress program:

Rhombus Construction, Inc. will implement this Heat Stress Program when employees are at risk of heat related illnesses while they are working and are exposed to a combination of environmental risk factors such as temperature extremes, radiant heat, humidity, limited air movement, protective clothing, workload severity and duration.

Training:

Training will be provided prior to job assignment.

Employee training:

Training in the following topics will be provided to all supervisory and non-supervisory employees:

- ☐ environmental and personal risk factors for heat illness.
- ☐ procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.
- ☐ the importance of frequent consumption of water.
- ☐ the importance of acclimatization.
- ☐ the different types of heat illness and the common signs and symptoms of heat illness.
- ☐ the importance of immediately reporting to the employer or designee symptoms or signs of heat illness.
- ☐ procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- ☐ procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by medical service personnel.
- ☐ how to provide clear and precise directions to the work site.

Site Supervisor training:

Prior to assignment to supervision of employees working in the heat, training on the following topics will occur:

Controls for reducing heat exposure:

Rhombus Construction, Inc. will reduce the potential for heat stress to occur using the following procedures:

- ☐ Modify the standard work/rest regimen for a given situation.
- ☐ Starting jobs earlier and ending jobs earlier to avoid the hot times of the day.
- ☐ Turn on A.C. for indoor environments when available.
- ☐ Provide provisions for gaining access to shade
- ☐ identifying the onset of heat related symptoms and the methods used to cool an employee off.

Provisions for water:

An adequate supply of potable drinking water will be supplied to employees per safety standards. Employees will be notified of the location of potable drinking water and encouraged to drink.

First Aid awareness and actions in the event of a heat related illness:

	Symptoms	Treatment
Heat cramps	muscle spasms in legs or abdomen	move person to a cooler location stretch muscles for cramps give cool water or electrolyte-containing fluid to drink
Heat exhaustion	headaches clumsiness dizziness/lightheadedness/fainting weakness/exhaustion heavy sweating/clammy/moist skin irritability/confusion nausea/vomiting paleness	move person to a cooler place (do not leave alone) loosen and remove heavy clothing that restricts evaporative cooling if conscious, provide small amounts of cool water to drink fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling call 911 if not feeling better within a few minutes
Heat stroke	sweating may or may not be present red or flushed, hot dry skin bizarre behavior mental confusion or losing consciousness panting/rapid breathing rapid, weak pulse seizures or fits.	call 911 move person to a cooler place (do not leave alone) cool worker rapidly loosen and remove heavy clothing that restricts evaporative cooling fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling

Definitions

“Heat Related Illness” (HRI) - means a serious medical condition resulting from the body’s inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

“Environmental risk factors for heat illness” - means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. These conditions will be considered when determining that (the employer) is implementing controls and methods to reduce the potential for heat related illness.

“Personal risk factors for heat illness” - means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body’s water retention or other physiological responses to heat.

“Shade” - means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Some shade producing areas are not adequate to cool the body; for instance, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

SUBCONTRACTOR SAFETY EVALUATION PROCESS

Subcontractor Name: _____ Date: _____

Pre-Bid Inquiry (return of initial bid)

- Chemical list /MSDS
- Certificate of Insurance
- Prior year OSHA 200 Log (for subs with more than 10 empl)
- Review of subcontractors safety program form completed, reviewed GC's safety director
- GC's safety guidelines provided with expectations
- Provide Homebuilders job site safety handbook
- Copy of subcontractors safety program

All of the above mentioned items regarding safety have been reviewed with me and I understand that they are general in nature and are not to be considered all inclusive, nor do they relieve my company from requirements of the Occupational Safety and Health Act of 1970, as amended.

Subcontractors Signature and Date

Company

General Contractor's Signature

Date

REVIEW OF SUBCONTRACTORS SAFETY PROGRAM

Subcontractors Name: _____ Date: _____

Please answer each of the following questions regarding your company's safety program. (If additional room is needed, a separate sheet of paper may be used and attached).

1. Explain your safety training program. How frequently is training provided and what means of communication is used?
2. How/when do you provide up to date MSDS information to your employees?
3. Explain your company's procedure for conducting required OSHA safety inspections. How frequently are they performed and by whom?
4. How do you address non-compliance of safety requirements with your crew?
5. How do you ensure that corrective actions are taken following an accident?
6. How do you communicate and enforce safety requirements with your subcontractors, vendors and delivery personnel?
7. What is your process for dealing with accidents?
8. What form of documentation does your company maintain for accidents, training, inspections, corrective action taken, etc.?

Subcontractors Signature and Date

Company

PROCEDURE FOR PROCESSING SUBCONTRACTOR SAFETY VIOLATIONS

Subcontractor Name: _____

1. Violation is written by General Contractor employee.
2. If possible, a signature from the subcontractor is received, if they refuse to sign, write in “ refused to sign”.
3. Make three copies
4. One copy goes to the subcontractor. (fax or hand deliver, if fax-need confirmation)
5. One copy is filed in the field office chronologically by Subcontractor or vendor.
6. If a fine is attached, the original goes to accounting for processing and their files.
7. A copy goes to the Safety Director who ensures that it gets logged into the company file.

- ☐ **SAFETY VIOLATION SHEET**
- ☐ **SAFETY WARNING SHEET**
- ☐ **WEEKLY SUPERVISOR SITE CHECKLIST**

Subcontractor Name: _____

Sub's Employee's name: _____ Date of Inspection: _____

Site Supervisor: _____

Person conducting inspection: _____

On this date, the subcontractor indicated above violated the following rules of safety set forth by the General Contractor in accordance with Federal and State safety regulations or General Contractors safety guidelines. This is a notice that the General Contractor may request that a contractor not assign a person to our jobsite as a result of failure to follow safety standards.

- ☐ Cranes/Hoists _____
- ☐ Excavations/Trenches _____
- ☐ Fall Protection/Harnesses _____
- ☐ Fire Protection _____
- ☐ Flammable/Combustible Storage _____
- ☐ Grounding/Electrical Equipment _____
- ☐ Guardrails/Floor Covers _____
- ☐ Hardhats/Safety glasses/Work boots _____
- ☐ Housekeeping _____
- ☐ Ladders _____
- ☐ Mobile Equipment _____
- ☐ Scaffolds _____
- ☐ Tools _____

STOP WORK ORDERED y n FINE: y n Amount \$_____

RECOMMENDATIONS/CORRECTIVE ACTION

Sub's Employee's Signature _____

General Contractor Signature _____

ACCIDENT INVESTIGATION REPORT

Job #: _____ Date: _____

Exact Location: _____

PERSONAL INJURY

Insured Name: _____

Address: _____

Occupation: _____

Injured body part: _____

Treatment performed by: _____

Nature of injury: _____

Object/equipment/substance inflicting injury

PROPERTY DAMAGE

Property damaged _____

Estimated costs: _____

Actual costs: _____

Owner of property: _____

Person with control of object/equipment substance

Describe clearly how the accident occurred. Attach diagram for all motor vehicle accidents

Analysis: What acts, failures to act and/or conditions contributed most directly to this Accident?

What are the basic or fundamental reasons for the existence of these acts/conditions?

Loss severity potential: ___ Major ___ Serious ___ Minor

Probable recurrence rate: ___ Frequent ___ Occasional ___ Seldom

Prevention: What action has or will be taken to prevent recurrence?

Interviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

SAFETY ORIENTATION CHECKLIST FOR SUBCONTRACTORS

Job # _____ Description: _____

Project name: _____

Address: _____

Site Supervisor: _____

Work Start: _____ Meeting on: _____

Date: _____ Time: _____ Place: _____

In attendance:

Subjects covered at meeting:

- | | |
|--|--|
| <input type="checkbox"/> Safety & Health policies/procedures | <input type="checkbox"/> Confined space entry procedure |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Non-potable construction water |
| <input type="checkbox"/> Medical/first aid safety rules | <input type="checkbox"/> Site clean-up/trash disposal |
| <input type="checkbox"/> Employee conduct at job | <input type="checkbox"/> Fire prevention/protection |
| <input type="checkbox"/> Insurance coverage | <input type="checkbox"/> Federal/OSHA standards |
| <input type="checkbox"/> Vehicle passes | <input type="checkbox"/> Lockout/tagout procedures |
| <input type="checkbox"/> Temporary power for subs use | <input type="checkbox"/> Drinking water |
| <input type="checkbox"/> Emergency procedures | <input type="checkbox"/> Accident/Injury reporting |
| <input type="checkbox"/> WC first report of injury | <input type="checkbox"/> Environmental/Pollution control |
| <input type="checkbox"/> Other | |

Remarks:

SAFETY AUDIT CHECKLIST

CONDITIONS TO CHECK

HOUSEKEEPING AND SANITATION

- ☐ General conditions of work area
- ☐ Adequate trash removal
- ☐ Floor openings covered or guarded
- ☐ Stairs and walkways cleared of debris and materials
- ☐ Note any slip, trip or fall hazards; guardrails erected on stairways, wall openings
- ☐ Adequate lighting
- ☐ Adequate ventilation
- ☐ Toilet facilities adequate
- ☐ Drinking water and cups provided

PERSONAL PROTECTIVE EQUIPMENT ISSUED AND USED AS INSTRUCTED

- ☐ Hard hats
- ☐ Protective glasses and goggles
- ☐ Gloves
- ☐ Respirators

ALL MATERIAL STORAGE AND HANDLING

- ☐ Materials properly stacked and on firm footings; properly blocked
- ☐ Fire protection adequate
- ☐ All rigging and lifting equipment properly maintained/inspected
- ☐ Employees picking up and handling loads properly
- ☐ Flammable liquids stored only in approved containers
- ☐ Flammable gases stored properly
- ☐ Adequate security measures

LADDERS AND SCAFFOLDING

- ☐ In good, serviceable condition
- ☐ Properly positioned and secured at the top
- ☐ Extend 36" above roof or platform, if used for access
- ☐ Doors blocked open, locked or guarded off if in front of ladder
- ☐ Stepladders fully open when used
- ☐ Sound, rigid footing for all scaffolds
- ☐ Safe access to all working levels
- ☐ Equipped with standard guardrails, midrails and toeboards
- ☐ Protection provided when persons are required to work on scaffolding
- ☐ No accumulation of tools or material on platform
- ☐ Outriggers installed, if required
- ☐ Self-propelled types of scaffolding require special maintenance

PORTABLE POWER AND HAND TOOLS

- ☐ General condition of tools
- ☐ Proper tool being used for job performed
- ☐ Guards and safety devices are operable and in place
- ☐ Electrical tools inspected and marked – Grounding program followed
- ☐ Tool retainers used on pneumatic tools; air pressure regulated
- ☐ Check for pinch and shear points

POWDER-ACTUATED TOOLS

- ☐ All operators trained and certified
- ☐ Tools and charges protected from unauthorized use
- ☐ Loaded tools are not left unattended/inspected and tested daily
- ☐ Safety goggles or face shields used by operators
- ☐ Tools and charges matched to recommended materials only
- ☐ Local regulations complied with

WELDING AND CUTTING

- ☐ Operators trained and qualified

- ☐ Personal protective gear
- ☐ Fire extinguishers provided
- ☐ Flammable materials protected
- ☐ Gas cylinders secured
- ☐ All fittings free of oil and grease
- ☐ Flashback protection used
- ☐ Proper gauge settings
- ☐ All hoses, cords and other equipment in good condition

FALL PROTECTION

- ☐ Guardrails provided where necessary
- ☐ Personal Fall Arrest Systems (PFAS) provided where necessary
- ☐ Fall protection plan implemented where PFAS not used

EXCAVATION AND TRENCHING

- ☐ All excavations/trenches properly shored
- ☐ All Excavations have proper means of entry/exit
- ☐ Excavations/Trenches inspected by competent person

FIRST AID KITS

- ☐ Kits provided
- ☐ Kits inspected and replenished where necessary

Project Name: _____ Job #: _____

Site Supervisor: _____ Date: _____