

DeVINCENZO AND SONS INC.

MASONRY CONTRACTORS

2013

Safety Policies & Procedures

Memo from the President

TO: Employees and Subcontractors

FROM: Dante DeVincenzo

SUBJECT: Job Safety

Over the past several years we have made significant improvements to our occupational health and safety program. These improvements have resulted in fewer employee injuries, fewer OSHA citations and an exemplary safety image within the construction industry. Through the combined efforts of our staff and employees we have become more competitive and in turn, we have provided more jobs for all our employees.

As employees and subcontractors to DeVincenzo and Sons, Inc., you represent all of us in the workplace and we need your pro-active support to continue making safety improvements and continue expanding our market share. Therefore, we are asking all employees and subcontractors to read, understand and practice the enclosed Health and Safety principles and guidelines. This means routinely training employees, conducting weekly toolbox meetings, wearing appropriate personal protective equipment, using fall protection when necessary and practicing all other safety-related items listed in the Safety and Health Handbook. Even more importantly it means developing a safety conscious attitude.

We take safety very seriously and we expect you to do the same. If you have any questions, call me or ask the Site Superintendent at your worksite

Thank You

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Project Specifics

(Job # _____)

Project Manager: _____

Project Superintendent _____

This project consists of an approximate _____ square foot _____ in _____, MA. The addition will be _____.

Specific health and safety hazards associated with this project include, but are not limited to: roofing, fall protection, scaffolding, rigging and lifting, steel erection, manlift work, concrete and masonry construction, and electrical work. These items are addressed in the attached manual as is the personal protective equipment (PPE) required for this project.

The MSDS sheets associated with any hazardous substances to be used will be maintained in the superintendent's office in a marked three ring binder.

Site Safety Meetings will take place t the beginning of the project and at least once every week thereafter. These meetings will consist of toolbox talks with DeVincenzo and Sons, Inc. personnel on site. Subcontractors will be responsible for their own safety meetings. Superintendent _____ will complete a daily site safety walk to identify and correct potential hazards.

All emergency telephone numbers, directions to area hospitals, and the emergency egress plan will be posted in the superintendent's office.

The existing _____ building will remain in service during construction of the addition. Signage, Fencing, and/or barriers will be erected to insure unauthorized persons do not enter the construction site.

All equipment operators will be required to have in their possession all appropriate licensing and training as required by OSHA and the Commonwealth of Massachusetts. For example Lull

Operators will be required to have both a Massachusetts Hoisting Engineers License and an OSHA Forklift Training Card.

Policy Statement
For
DeVincenzo and Sons, Inc.

It is the policy of DeVincenzo and Sons, Inc. to provide a work environment free from unacceptable risks to health and safety. All employees and subcontractors are expected to help strive for this environment in every facet of their work.

Management personnel, site superintendents and foremen will be constantly alert for unsafe acts and conditions. If any unsafe acts or conditions are discovered, corrective action shall be made with minimal delay. If, in the meantime, any employees are in imminent danger of physical harm, the responsible manager or superintendent is expected to suspend the hazardous operation until corrective action can be completed.

It is expected that all DeVincenzo and Sons Inc. employees and subcontractors will perform their work assignments in compliance with this policy and will report infractions to their supervisors. No one is expected to (nor will be allowed to) work in an environment where unacceptable risk exists.

All DeVincenzo and Sons, Inc. employees and subcontractors will be trained before working with hazardous chemicals and before performing other duties considered potentially hazardous.

This policy has been designed for the welfare and safety of all DeVincenzo and Sons, inc. employees and subcontractors to protect life, health, and property. It incorporates the applicable provisions of the OSHA of 1970, as amended, as well as relevant state laws governing employee health and safety.

Safety Director

President

Safety Objectives

1. Plan and conduct all work in a manner which will avoid personal injury and property damage. (Project Manager & Site Super)

2. Involve all employees and subcontractors in the DeVincenzo and Sons, Inc. safety program. (Safety Director)

3. Hold Managers and employees strictly accountable for safe work practices. (President)

4. Quickly identify and correct all unsafe acts and practices (All Employees)

5. Train new and existing employees with respect to safe working practices. (Safety Director & Site Super)

6. Maintain compliance with all applicable OSHA regulations, including jobsite postings and injury/illness reporting. (Safety Director)

7. Conduct routine safety meetings with all personnel to discuss potential problems, solutions, and/or changes in job safety affecting employees and subcontractors. (Safety Director & Site Super)

8. Prepare for foreseeable work place emergencies including fires, medical response, adverse weather conditions, and civil disturbance. (Project Manager & Site Superintendent)

9. Prepare to deal with the news and media. (President)

Accident Procedures

Accident Response: Whenever a DeVincenzo and Sons, Inc. employee or subcontractor is seriously injured on the job, the injured employee will be transported by ambulance or by another DeVincenzo and Sons, inc. employee to the _____ Hospital. Under no circumstances will an injured employee be allowed to drive to the medical treatment facility alone.

Less seriously injured employees or subcontractors will seek first aid on site. The Site Supers are first aid trained and they will direct the injured employee or subcontractor to his/her own personal physician if follow-up medical aid is appropriate.

Accident Reporting: Whenever a job-related accident involves death, dismemberment and/or hospitalization of any DeVincenzo and Sons, Inc. employee or subcontractor, the employee's supervisor will immediately notify the site super. The site super must report this information to the Project Manager and Safety Director as soon as possible, but no later than the end of the current work shift. If the injury involves the death of one or more employees or the hospitalization of three or more employees, the Project Manager must report this information to the OSHA Area Director within eight hours of the accident.

Accidents involving property damage, including fires, in excess of \$100 and/or any injury to members of the public will immediately be reported to the Site Super by the responsible foreman. The Site Super must report this information to the Project Manager and Safety Director as soon as possible, but no later than the end of the current work shift.

Less serious accidents must be reported to the Site Super before the end of the work shift. The Site Super must report this information to the Safety Director, or an accident report form, within 48 hours of the accident.

The "Summary of Work Related Injuries & Illnesses" (OSHA form 300 A) must be current, accurate and it should be maintained on site by the Site Super. Other accident reports (for example, MA "First Report of Injury or Disease") must be filed within the time frames of the Commonwealth of Massachusetts in order to avoid late filing fines.

Accident Investigation: Whenever Recordable Accident, involving a DeVincenzo and Sons, Inc. employee or subcontractor, occurs on this job site the Site Super will thoroughly investigate the cause of the accident and submit to the Project Manager and Safety Director corrective action

to ensure there is no recurrence. This should be done as soon as possible and certainly before any employee returns to the job or the site where the accident had occurred. Injury Investigation Report Form and “It Happen to Us” must be completed at time of accident.

Light Duty Policy – Return to Work Policy: Following a serious work related accident, an employee’s ability to return to work must always be evaluated by a licensed medical care provider. Often, the attending doctor or nurse practitioner will determine that work restrictions are necessary. If the restrictions impede the employee’s ability to perform his/her normal duties, then DeVincenzo and Sons, Inc. management will decide if the employee can be assigned productive work or if the employee should be sent home for rehabilitation. Every reasonable attempt will be made to work within the physical restrictions and keep the employee employed.

There are four categories of light duty work. Each category will be evaluated in the following order, with consideration to the employee’s restrictions.

1. Return to Normal Job – If an employee’s restrictions are such that he/she can return to the normal job without violation of any of the medical restriction then they will be returned as soon as possible. For example, if restriction indicates an Electrician may not lift more than 30 lbs. but he/she doesn’t normally lift this much weight, he/she may be reassigned to normal duties. (This is not considered a Recordable Accident for purposes of the OSHA form 300A reporting)
2. Return to Modified Job – If an employee’s restrictions are such that he/she can perform most of the normal duties, then every attempt will be made to modify those parts of the jobs that do not meet the restriction and return the employee to a modified job. For example, if a Plumber is only restricted from climbing ladders, he/she may still be able to work effectively at the first floor level. The employee’s foreman should try to accommodate the work restriction while not jeopardizing the safety of this, or any other employee.
3. Assign to “Light Duty” Job – Very few light duty jobs are readily available and, in most cases, jobs will need to be created to accommodate each employee’s specific restriction. One possible job would involve delivering materials to the jobsites. This light duty activity would be appropriate as long as the employee’s restriction did not preclude driving or sitting for extended periods of time. Another job would be Fall Protection Monitor where an employee is required to observe the activities of others and to warn the of imminent fall hazards.
4. No Work- Some employees may be restricted to the point that no light duty job can be created and, in fact, the employee and DeVincenzo and Sons, Inc. would be better

served if the employee were sent home for recuperation. This is the least desirable category but occasionally it cannot be avoided.

Bloodborne Pathogens Program (Exposure Control Plan)

1. Purpose: It is the intent of DeVincenzo and Sons, Inc. to protect its employees from illness resulting from the exposure to blood borne pathogens.
2. Background: Exposure to blood or other potentially infectious materials creates a serious health hazard for the exposed employee. A program consisting of an Exposure Control Plan, well-defined methods of protection, medical evaluation, including inoculations and hazards communications is an effective way of controlling this hazard.
3. Applicability: DeVincenzo and Sons, inc. will administer an Exposure Control Plan whenever and wherever employees have the potential to be exposed to blood or other infectious materials.
4. Responsibility: The Site Superintendent is responsible for the implementation of the Exposure Control Plan. All employees are responsible for complying with the provisions of this program when working on DeVincenzo and Sons, Inc. property or on customer's property.
5. Exposure Determination: The Safety Director has developed a list of job classifications (See Appendix A) in which employees have the potential for occupational exposure to blood or other infectious materials (e.g. First Aid/CPR Trained Personnel)
6. Methods of Protection
 - A. Universal Precautions will be followed at all times to prevent contact with blood or other potentially infectious materials:
 1. Employees are required to wash their hands and other skin with soap and water immediately after contact, or suspected contact, with infectious materials
 2. Eating, drinking, smoking and handling contact lenses is prohibited in areas where occupational exposure to infectious materials can be reasonably be expected.
 3. Gloves, protective eye wear and other appropriate PPE will be worn when handling potentially infectious materials. Under no circumstances should PPE or contaminated clothing be taken home with the employee for laundering or disposal

- B. All “sharps” which have a potential for contamination, must be placed in appropriate containers (i.e. puncture resistant, labeled and leak proof)
 - C. Equipment which may become contaminated during use shall be decontaminated as soon as possible. Exposing contaminated surfaces to a Sodium Hypochlorite solution, i.e. 10:1 Water: Clorox solution, for a period of 30 minutes has generally been found to be an effective method of decontamination.
 - D. PPE is provided, as needed, by DeVincenzo and Sons, Inc.
7. Medical Evaluations
- A. DeVincenzo and Sons, Inc. provides, at no cost to the employee, Hepatitis B inoculations to all employees who have been occupationally exposed to blood and other infectious materials:
 - 1. Inoculations will be made available within 4 hours of exposure
 - 2. The employee may decline the inoculations but must sign a waiver to document this decision, and
 - 3. The employees who decline the inoculations may, at any time while covered by this standard, request the inoculations.
 - B. Post-exposure medical evaluations are available to employees who have been accidentally exposed to infectious materials. The elements of this evaluation are:
 - 1. Documentation of the route of exposure, how the accident occurred and corrective action to avoid a recurrence of the accident,
 - 2. The infected individual’s blood will be tested, after consent is given, unless confirmation of infection has already been established, and
 - 3. Counseling of the exposed individuals
 - C. DeVincenzo and Sons, Inc. will provide the exposed employee with the healthcare professional’s written opinion within 15 days of the completion of the post-exposure evaluation.
8. Hazards Communication and Training
- A. Training has been provided to all DeVincenzo and Sons, Inc. employees who might be (within reasonable expectations) occupational exposed to potentially infectious materials. This training is normally done prior to initial assignment and, at least, annually thereafter.
 - B. Training Program Includes:
 - 1. An explanation of Blood Borne pathogen standard (29 CFR Part 1910.1030) and its contents,
 - 2. A general explanation of epidemiology and symptoms of blood Borne diseases,
 - 3. An explanation of the modes of transmission,
 - 4. An explanation of the DeVincenzo and Sons, Inc. Exposure Control Plan including: recognizing tasks involving exposures, the location and use of decontamination

equipment, personal protective equipment, information regarding the HBV inoculations and post exposure evaluation programs.

9. Recordkeeping

- A. A record indicating the occupational exposure status for each employee is maintained. Each record includes:
 - 1. The name and social security number of the employee
 - 2. A copy of the HBV inoculation status and
 - 3. A copy of medical evaluations, if appropriate.
- B. Training records include:
 - 1. The name and job classification of the employees attending the training,
 - 2. The date of the training,
 - 3. A summary of the items covered in the training and the name and qualifications of the trainers.

Safety Rules

1. DeVincenzo and Sons, Inc. will take an active role in safety for this jobsite. They will provide the means and methods necessary for identifying and correcting any potentially hazardous situations.
2. In the event of an emergency and it becomes necessary to evacuate the building, all employees are directed to meet near the superintendent's trailer.
3. Accidents or injuries, no matter how minor, must be reported to the Foreman or Site Super for immediate treatment.
4. Unsafe acts or conditions must be immediately reported to Site Super.
5. A First Aid Kit must be readily available on each job site
6. Hard Hats will be worn on site at all times.
7. Work boots will be worn by all DeVincenzo and Sons, Inc. personnel and subcontractors when on work site.
8. Safety eyewear must be worn on site at all times by all DeVincenzo and Sons, Inc. personnel.
9. Gloves should be worn when handling abrasive materials or materials with sharp edges.
10. Shirts and long pants must be worn at all times
11. Hearing protection will be worn in work areas exceeding 85 dBA. (If employees must shout to be heard at a distance of 4 feet, the sound level most likely exceeds 84dBA.)
12. Respiratory protection will be worn when required. All employees required to wear respiratory protection must have training.
13. All PPE shall be maintained per the manufacturer's recommendations and applicable OSHA regulations
14. Hand tools must be inspected for damage or excessive wear before each use.
15. Electrical extension cords must be inspected before missing ground plugs, sliced insulation and frayed wires. Electrical cords should not be placed through doors , windows, or under equipment or materials, in a manner in which they could be pinched or damaged. Damaged cords will be removed from service. Electric cords must not be used for hoisting or lowering equipment or materials. Cords shall be protected from damage at all times.
16. Ground fault circuit protection will be used on all electrical circuits. GFCI's will be tested before use.

17. Electrically powered tools shall be unplugged before being serviced
18. Cables, ropes, sheaves, shackles, and other lifting equipment must be checked for proper operating condition each day before being placed in service. Worn or frayed items are to be immediately replaced or repaired.
19. Flammable materials must not be stored in areas used as exits or in stairways.
20. All storage areas must be kept free of unnecessary flammable or combustible materials.
21. All tool and blade guards shall be in place and operational at all times. The blade guard shall be in place on power tools. Table saws shall be equipped with a switch to prevent accidental re-start. All safety devices on powder –actuated tools shall be in place and operational at all times.
22. Guardrails or barricades shall not be removed from openings without prior permission from the project super.
23. Work areas to be maintained in a clean and safe manner at all times. Protruding nails are to be immediately removed from scrap lumber or bent over so there is no chance of punctures.
24. Employees shall not work under elevated loads. Loads shall be lowered to ground level and the engines turned off whenever lift equipment is left unattended.
25. Employees are not permitted to use, possess or be under the influence of intoxicating drugs (including prescription drugs) or alcohol while on job site.
26. The possession of firearms (other than powder actuated nail guns) or other weapons on the job site is expressly forbidden.
27. Horseplay, practical jokes, mischief of any kind, or fighting will not be tolerated.
28. Loud, profane language will not be tolerated on the jobsite.
29. Employ proper lifting techniques when lifting heavy objects. Get help if something is too heavy to lift on your own.
30. Ladders must be free of damage, extend 3' past the upper surface and be secured from movement. Any ladders that are not acceptable shall be removed from service immediately.
31. At no time shall an employee work over an occupied area without blocking off the area below. Never enter a barricaded area or remove barricades without checking for overhead hazards and seeking the approval of a supervisor.
32. All employees must be tied off when working at a height greater than 6 feet unless specifically discussed with the site super. Specific fall protection issues in regards to scaffolding and steel erection will be addressed prior to usage.
33. Work on the roof will be performed using safety monitoring system and a warning line system. All people working on the roof shall be trained in the specific safety procedures. Any work completed outside the warning line shall be completed using a personal fall arrest system. Roofers may use a safety monitor outside the warning line.

34. All holes greater than 2" must be protected. If any hazardous areas encountered block them off and report to a supervisor immediately.
35. MSDS sheets will be maintained in the office trailer for all hazardous materials.
36. Any employee who is feeling faint, dizzy, short of breath, or otherwise ill due to paint fumes, exhaust fumes, or other gases shall immediately leave the building and notify the site super
37. Reinforcing steel, on which employees could fall, shall be capped to eliminate hazard
38. No tours of the site will be given without permission of the site super. All tours shall be supervised.
39. Man lifts shall not be used as hoist materials. All employees using man lifts shall stand firmly on the platform and shall not climb the railings.
40. Employees using boom lifts shall wear a full body harness and be tied off at all times using the lift. They are also required to be certified in the use of the lift.
41. All equipment operators will be required to have in their possession all appropriate licensing and training required by OSHA and the Commonwealth of Massachusetts.
42. While on the job site, all employees and visitors must comply with applicable OSHA standards for the construction industry and specific safety directives of DeVincenzo and Sons, Inc.
43. Any deviation from these rules, or other applicable regulations, may result in immediate removal from the jobsite. Employees violating these rules are also subject to a written warning, suspension, or dismissal.

Concrete and Masonry Construction

1. Concrete Construction

- A. Gloves, rubber boots, face protection and hard hats will be worn when pumping, pouring, or spreading out concrete
- B. Cement burns are a potential hazard, especially during the warm summer months. Best and easiest first aid treatment is water, which must be available to wash concrete off the skin before it can burn. Vinegar or a commercial neutralizer can be used to counter act the burning effect. Report all cement burns to the foreman/supervisor at once.
- C. Concrete weighs 150# per c.f. Maintain stable footing and good balance to avoid strains and sprains for over-lifting and shoveling
- D. All protruding reinforcing steel, onto which an employee could fall, must be guarded or capped, as appropriate.
- E. Reinforcing steel for walls, piers, columns and similar vertical structures shall be adequately supported to prevent overturning and to prevent collapse.
- F. No employee shall be permitted to place or tie reinforcing steel more than six feet above an adjacent working surface without the use of conventional fall protection devices (harness and lanyard, guardrails, or safety net)
- G. No employees shall ride in concrete buckets.
- H. No employee shall be permitted to work under concrete buckets while buckets are being elevated or lowered into position. Buckets with hydraulic or pneumatic gates will also be equipped with positive safety latches to prevent accidental dumping.
- I. All formwork shall be designed , fabricated, erected, braced and maintained so that it will be capable of supporting, without failure, all vertical and lateral loads that reasonable be anticipated.
- J. All shoring equipment shall be inspected prior to erection to determine that the equipment meets the requirements specified in the formwork drawings. Defective equipment shall be removed from service before use.
- K. Power toweling machines must be equipped with trigger switches that automatically turn off the equipment when pressure on the switch is released.
- L. Always provide access across rebar before placing. Good access will prevent injuries caused by slips, trips, and falls.

2. Masonry Construction

- A. A limited access zone shall be:

1. Established whenever a masonry wall is being constructed. This limited access zone shall be established prior to the start of construction of the wall.
 2. Be equal to the height of the wall to be constructed plus 4 feet, and shall run the entire length of the wall.
 3. Be established on the side of the wall that does not have a scaffold
 4. Be restricted to entry by employees actively engaged in constructing the wall. No other employees shall be permitted to enter the zone.
- A. All masonry walls over 8 feet in height shall be braced to prevent overturning and collapse unless the wall is adequately supported.

Confined Space Entry Program

1. Background: Confined space entry can expose workers and rescue personnel to unusual hazards which require special precautionary procedures, training and equipment (Title 29 code of Federal Regulations Part 1910-146)
 - A confined space has limited or restricted means of entry or exit; is large enough for an employee to enter and perform assigned work; and is not designed for continuous occupancy or the employee
2. Policy: It is the intent of DeVincenzo and Sons, Inc. to protect its employees, visitors and subcontractors from injuries resulting from entry into permit-required confined spaces.
3. Applicability: This program applies to all individuals, both DeVincenzo and Sons, Inc. employees and subcontractors, who enter permit-required confined spaces in the corporate offices or on the jobsite. It established the minimum requirements for safe entry, working conditions and recovery of injured personnel.
4. Responsibility: The site super is responsible for auditing and evaluating the overall effectiveness of this program. All DeVincenzo and Sons, Inc. employees and subcontractors entering permit-required confined spaces in this facility or on the property are responsible with complying with the provisions of this program.
5. Confined Space Identification and Designation: The hazards or reasonable anticipated hazards of entry into permit-required confined spaces are identified by the site Super prior to starting a job.
6. Preparation of Permit-Required Confined Space Before Entry:
 - A. Lids, grates, and doors will be removed from confined spaces only after the ambient atmospheres are determined to be less than 10% of the lower flammability limit (LML) of flammable substance within
 - B. Trenches will be appropriately shored and, if applicable, ambient Atmospheres will be checked
 - C. All pipes, ducts or other devices which could discharge material into confined spaces must be isolated
 - D. Initial atmosphere testing will be performed on all permit required confined spaces prior to entry and in the following order:
 1. The Oxygen level must be in the range of 19.5% to 23.5%,
 2. The Flammable Gas/Vapor level must be less than 10% of the Lower Flammable Level (LFL) and

3. The Toxic Gas/Vapor level must be less than 50% of the most current PEL's, TLV's or STEL's, whichever is most stringent.

NOTE: DeVincenzo and Sons, Inc. employees will not be allowed to work in confined spaces where the conditions are immediately dangerous to Life and Health (IDLH) nor where they exceed the criteria listed above.

- E. Consideration shall be given to other hazards, such as excessive temperatures, excessive noise, electrical exposure, etc., and steps shall be taken to mitigate these hazards.
 - F. Prior to entry into a permit-required confined space, an Entry Permit will be prepared and signed by the appropriate individuals.
2. Working in a Permit-Required Confined Space
 - A. Forced air ventilation will be used whenever an employee or subcontractor is in a confined space. Generally, six air changes per hour, after the conditions in Section 6.iv have been met, are considered minimal.
 - B. Oxygen, flammable gas/vapors and toxic gas/vapors levels will be continuously monitored and each must conform to predetermined concentrations (see section 6.4, above).
 - C. If conditions in the confined space change, causing an unstable atmosphere, entrants will immediately vacate the space until stability, and all the conditions listed in Section 6.4, are restored.
 - D. A trained attendant will be present whenever an employee or subcontractor is in a confined space. The attendant will maintain constant communications with all entrants within the confined space and is responsible for summoning emergency response personnel when necessary.
 - E. An attendant must never enter the confined space to perform rescue operations.
 3. Safety Equipment and Rescue
 - A. If the permit-required confined space has limited egress, a body harness with D-ring will be properly fitted to each entrant. A lifeline should be attached to the D-ring and extend to the attendant if it does not impede a rescue operation.
 - B. The local Fire/Rescue department will provide emergency response and rescue support. DeVincenzo and Sons, Inc. employees must never enter a permit-required confined space to perform rescues.
 4. Employee Training
 - A. Individuals required to work in permit required confined spaces or in support roles are trained and proficient in the following areas:
 1. Identification of Potential Hazards
 2. Proper Use of Air Monitoring Equipment

3. Proper Use of Respiratory Protection (if appropriate)
4. Lockout/Tagout Procedures and
5. Emergency Response Procedures
6. Training is done prior to initial entry and annually, thereafter
7. Training records are maintained by the Safety Director for at least three years.

Electrical Safety

1. All electrically powered equipment must be properly grounded. Ground pins on three-pronged plugs must be intact. Double insulated equipment equipped designed with a two-pronged plug may be safely used without an extra ground connector.
2. All temporary circuits and circuits used during construction must be connected to Ground Fault Circuit Interrupters (GFCI)
3. Cords and plugs must be free from defects such as nicks, slices, or loose connections.
4. Duplex outlets must be completely covered by insulated faceplates.
5. Cords, plugs, and GFCIs shall be visually inspected each day before use. GFCIs shall be routinely tested to insure proper operation
6. Defective equipment shall be immediately removed from service and returned for repair or replacement.
7. Extension cords shall not be fastened by staples, hung from nails or suspended by wire.
8. Three-pronged to two-pronged adapters are not to be used under any circumstances.
9. Electric cords must not be used for hoisting or lowering equipment or materials.
10. Electrical cords should not be placed through doors, windows, or under equipment or materials, in a manner in which they could be pinched or damaged.
11. Lamps used for illuminations shall be protected with bulb guards.
12. Only properly trained employees, under the direction of a licensed electrician, will be allowed to service, repair and/or install permanent or semi-permanent electrical circuitry.
13. All electrical installations will be in accordance with the most recent National Electric Codes (NEC), OSHA requirements and equivalent local requirements.
14. Live parts of electrical equipment operating at 30 volts or more shall be guarded against accidental contact.
15. Energized electrical distribution panels must never be left unattended while conductors are exposed.
16. Entrances to rooms containing exposed live parts of electrical equipment shall be marked with conspicuous warning signs restricting entry only to qualified individuals. In addition, these areas shall be locked when not being serviced.
17. Occasionally, work must be performed on energized circuits. This work may only be done by fully qualified Individuals must be protected from electrical shock by wearing approved insulating gloves, by using appropriately insulated tools and while standing on

an insulating rubber mat. All other employees must be protected from inadvertent electrical shock by guarding exposed circuits with insulation or other effective means.

Emergency Contact Numbers

All emergencies can be reported by calling 911

Emergency Preparedness Plan

1. General Disasters (medical emergencies, fires, and explosions)
 - A. Medical emergencies are usually the most common emergency on a jobsite. Therefore, in order to provide the fastest possible response at least one DeVincenzo and Sons, Inc. employee on the jobsite will be trained and certified in first aid. The jobsite will also be equipped with an appropriate first aid kit. The telephone numbers of the _____ Fire Department, the _____ Hospital will be conspicuously posted near telephones designated for employee use.
 - B. Fire extinguishers will be available at each work area. Selected DeVincenzo and Sons, Inc. personnel will be trained to operate the fire extinguishers to extinguish small, localized fires. No DeVincenzo and Sons, Inc. employee is expected, nor is equipped, to be a fire fighter. The telephone number of the local fire department will be conspicuously posted near telephones designed for employee use.
 - C. In case of fire, the Site Super will ensure that everyone on the jobsite has been notified. The _____ Fire Department will also be notified by telephone in all but the smallest fires. MSDS shall be available for the fire department to review if hazardous chemicals are involved. The Site Super shall designate at least one employee to meet fire personnel and accompany them to the fire scene.
 - D. The Super is responsible for the maintenance and proper operation of all fire emergency equipment and systems on site. The Site Super is responsible for the proper storage of flammable and combustible materials and maintaining his/her worksite is clean and orderly.
2. Natural Disasters (floods, tornadoes, severe thunder storms, severe snow storms, hail storms, hurricanes, and earth quakes)
 - A. If advance warning is provided by local weather forecasters or public officials, all jobsite personnel will be advised of the pending danger. Personnel will be directed to immediately suspend all work-related activities and seek shelter.
 - B. In the case of pending tornadoes, severe hailstorms or severe thunderstorms, personnel will assemble in the area designated by the site Super.

- C. In the case of an earthquake, personnel will immediately exit the building and assemble in the area designated by the Site Super.
 - D. Pending floods, hurricanes and severe snowstorms are generally forecast in ample time to dismiss personnel and send them home. Only emergency response and key operating personnel will be allowed to remain and only if they are not in imminent danger.
 - E. DeVincenzo and Sons, Inc. employees who are first aid certified shall be prepared to provide emergency medical treatment during a muster and/or building evacuation. Site Supers are responsible for assuring that supplies and equipment, such as; fist aid equipment, potable water, a power generator and temporary lighting are available on site and in good condition at all times.
3. Toxic Chemical Releases (airborne release or spills)
- A. In the event of a major toxic chemical spill, the Super shall immediately evacuate the affected area and contact the Safety Director. The Safety Director (or designee) will contact the outside spill response team (CYN Environmental Services @ 800-242-5818) and direct them to the scene. DeVincenzo and Sons, Inc. employees are not trained nor authorized to clean up a major spill and, therefore, they should remain away from the affected area until told to return. Selected DeVincenzo and Sons, Inc. employees may be utilized to secure the spill area from unauthorized access.
 - B. Small spills must be cleaned up by the user of the chemical.
 - C. Toxic chemical spills that leave or threaten to leave the jobsite must be reported to the Massachusetts Dept of Environmental Protection (888) 304-1133). All spills must be reported to the _____ Fire Department and the Safety Director as soon as possible.
4. Civil Disorder (union demonstrations, bomb threats and vandalism)
- A. In the event of a civil disturbance, the _____ Police should be contacted by the Site Super. The Police will be asked to secure the job site from trespassers. The Super will instruct all DeVincenzo and Sons, Inc. employees to remain distant from the demonstrations and not get involved.
 - B. In the event of a bomb threat, personnel will be evacuated from the jobsite and the _____ Police will be contacted to sweep the area. Selected DeVincenzo and Sons, Inc. personnel may be utilized to secure the area from unauthorized access until police arrive. No employee or subcontractor will be allowed back into the work area until given the all clear sign by the Super.
5. Dealing with the News Media. All news media inquiries will be handled by the President, Dante DeVincenzo. No other employee will represent the company nor

provide information about the company to the news media, unless specifically instructed by the President.

6. Emergency Notification Procedures

A. Employee

1. Assess the seriousness of the emergency and, if possible, take action to mitigate the hazard without endangering yourself or other personnel
2. If evacuation is necessary, contact local authorities by activating the local fire alarm or calling 911, and, if possible, notify the Super
3. If evacuation is not necessary, but outside assistance is required, notify the Super and state the nature of the emergency or notify emergency responders directly using the emergency response telephone number provided by the Super.
4. Take action, as appropriate, to protect yourself.

B. Site Super

1. Determine if evacuation is necessary. If so, alert all personnel,
2. Confirm that all emergency notifications have been made to outside responders and the Safety Director,
3. Direct the emergency responders to the incident scene.

7. Medical Response Procedures

A. In case of a serious medical emergency, the Site Super will notify the _____ Fir/Rescue.

B. As soon as possible, the Super will notify the Safety Director.

8. Employee Responsibility

A. The Emergency Coordinator (Safety Director) is responsible for:

1. Developing an effective Emergency Response Plan and communicating its contents to all employees,
2. Ensuring all emergency notifications have been made,
3. Providing information to support the on-scene emergency responders
4. Training personnel in the emergency response protocol
5. Conducting annual emergency response drills and modify the Emergency Response Plan, as necessary, and
6. Providing additional information, as necessary, regarding individual responsibilities under this plan.

B. First Aid and CPR trained personnel will be aware of the contents of this Plan and the role they must play in its implementation. They are also responsible for ensuring that all emergency supplies and equipment are available and in serviceable condition.

Evacuation Plan

- In the event of an emergency, employees will be alerted by the sounding of one long blast of an air horn.
- All employees will be directed to evacuate the building immediately by means of the nearest exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of a fire, any employee may use the extinguishers to attempt to extinguish the fire before evacuating.
- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- Superintendent _____, along with any other trained individuals on site, is responsible for performing first aid on any injured persons.
- After an emergency evacuation, employees are to gather on the northern end of the site parking lot near Super's office trailer.
- Super _____, or a DeVincenzo and Sons, Inc. designee, will be responsible for accounting for all DeVincenzo and Sons, inc. employees on site.
- Superintendent _____, or a DeVincenzo and Sons, inc. designee, will be responsible for knowing what subcontractors are on site at all times. A representative from each subcontractor will be responsible for accounting for their employees and notifying DeVincenzo and Sons, inc. or the _____ representative.
- For further assistance with emergency evacuation procedures, you may contact either:
Superintendent _____ () _____ or Safety Officer
_____ () _____.

Excavating and Shoring

1. A competent Person will be designated to manage all excavations deeper than five feet. This person must be capable of determining soil types and taking appropriate action to protect employees working in and around the excavations.
2. When underground utilities may be present in an area to be excavated, the affected utility companies and Dig Safe will be contacted by the Competent Person to determine the exact location of their underground services.
3. Between 5 feet and 20 feet deep, trench boxes, benching, or other suitable shoring techniques or sloping must be used.
4. When used, trench boxes must extend 18" above top of the excavation or above the top of the sloping.
5. Sloping angles range from 0.75:1 to 1:1 to 1.5:1 and are dependent upon whether the soil is type A, B, or C. The Competent Person will make his determination.
6. A ladder, ramp, stairway, or other means of safe egress must be available to access excavations deeper than four feet. Ladder must be spaced no more than 25 feet apart and must extend three feet above top of the excavation.
7. Materials and equipment must be kept two feet back from the edge of the excavation.
8. If a hazardous atmosphere exists or could potentially exist, air monitoring must be done to ensure 19.5% to 23.5% oxygen levels and chemical exposures below the permissible exposure level.
9. Barriers may be required to protect employees from falling into the excavation. This is especially important when platforms or ramps span the excavation.
10. A safety meeting will be held prior to the completion of new sewer work. This meeting will outline all safety procedures, which will be used in this portion of the project.

Fall Protection

1. Employees on a surface that is 6 feet or more above a lower level must be protected by guardrails, safety nets, or a personal fall arrest system.
2. Floor openings larger than 2" must be protected by guardrails or covers. If guardrails are installed they shall be constructed around all unprotected edges. If covers are used over holes, they must be capable of supporting 4X the anticipated loads and they must be secured to prevent accidental removal. In addition, they must be marked with the word "HOLE" or "COVER".
3. Guardrails are required on all wall openings where falls of 6' or more are possible, and the openings are larger than 30" high x 18" wide. Window openings, where the sill is less than 39" from the floor, will normally require no guardrail.
4. Roofing
 - A. Employees involved in roofing activities on low sloped roofs with unprotected sides/ edges 6 feet or more above a lower surface shall be protected by: guardrails, safety nets, or personal fall arrest equipment. They may also be protected by a combination of warning lines and safety monitors. On low-sloped roofs with a width of less than 50 feet a safety monitor system may be used alone.
 - B. On steep roofs (sloped greater than 4 in 12) 6 feet or more above a lower surface, employee shall be protected by guardrails, safety nets, or a personal fall arrest system.
5. Other trades working on a low-sloped roof, with unprotected sides or edges 6 feet or more above a lower level shall be protected by guardrails, safety nets, or personal fall arrest systems. They may also be protected by a warning line system that shall be placed 15 feet or more from the unprotected edge. If this is infeasible or creates a greater hazard then the line may be placed closer, but no less than 6'0" from the unprotected edge. Any work performed outside of this warning line shall be completed by use of guardrails, safety nets, or a personal fall arrest system. If these other methods are infeasible or create a greater hazard, then a safety monitor system may be used.
6. Guardrail requirements
 - A. They shall be constructed of at least 2 x 4 and the top rail shall be able to withstand at least 200 lbs of horizontal force.

- B. The top rail shall be at 42", plus or minus 3 inches.
 - C. The mid rail shall be Y2 way, at 21", between the top rail and the walking working surface
 - D. Toe boards shall be installed if an employee is exposed to falling objects. They shall be at least 3 ½" high.
7. Warning Line Requirements:
- A. The warning line shall consist of rope, wire, or chains, with supporting stanchions.
 - B. The line shall be flagged at not more than 6 foot intervals.
 - C. The line will be between 34 -39 inches off the working surface
 - D. The warning line system shall be capable of resisting a force of at least 16 pounds without tipping over.
 - E. The rope wire, chain shall have a tensile strength of at least 500 pounds.
 - F. The line shall be attached to the stanchion in such a way that pulling on one section of line will not result in slack being taken up in adjacent stanchion before the stanchion tips over.
8. Safety Monitors shall conform to the following:
- A. The monitor shall be competent in recognizing fall hazards.
 - B. They shall warn employees when it appears that the employee is unaware of fall hazards or is acting in an unsafe manner.
 - C. They shall be on the same walking working surface and within visual distance of the employees being monitored.
 - D. They shall be close enough to communicate verbally with the employees
 - E. They shall have no other functions that would take their attention away from their safety monitoring duties.
9. Personal Fall Arrest Equipment Requirements:
- A. Full body harnesses, lanyards and shock absorbers may be used if the attachment point is capable of withstanding shock loading of 5,000 pounds.
 - B. All fall protection equipment must be inspected by the user daily, prior to use. Defective equipment must be removed from service and discarded.
 - C. Fall protection devices that have been used to restrain an employee from falling must be removed from service and discarded.
 - D. Only devices, materials and equipment supplied by or approved by DeVincenzo and Sons, Inc. will be considered acceptable for use for DeVincenzo and Sons, Inc. employees. Subcontractors will be responsible for supplying their own fall protection equipment.
10. Controlled Access Zones-Usage

- A. A controlled access zone may be used for employees involved in leading edge work or pre-cast concrete erection work, as long as is infeasible or creates a greater hazard to use conventional fall protection equipment.
- B. A fall protection plan will be put into place if a controlled access zone is used. This plan will adhere to the following:
 - 1. It shall be developed and changes will be approved by a qualified person
 - 2. A copy of the plan will remain on site
 - 3. A competent person shall implement the plan
 - 4. The plan shall document why conventional fall protection methods are not feasible, or create a greater hazard.
 - 5. The plan will discuss other measures that can be taken to eliminate fall hazards for workers who cannot be provided with standard fall protection systems
 - 6. The plan will identify each location on the site where conventional fall protection measures cannot be used. These will be identified as controlled access zones.

11. Controlled Access Zones

- A. When use for leading edge work it shall be defined by a control line. The control line shall not be less than 6 feet or more than 25 feet from the leading edge, except when erecting pre-cast concrete.
- B. When erecting pre-cast concrete the control line shall be not less than 6 feet nor more than 60 feet from the leading edge.
- C. The control line shall be approximately parallel to the unprotected edge and extend the entire length of the unprotected edge.
- D. The control line shall be connected on either side to a wall or guardrail.
- E. Control line shall be flagged at 6 foot intervals and have a minimum breaking strength of 200 lbs.
- F. Control lines shall be between 39 inches to the lowest point and no more than 45 inches at the highest point.

Fire Prevention and Protection

1. All work areas shall be kept free of accumulations of wood scraps, paper, and other combustible debris.
2. A minimum of one 10 BC fire extinguisher is required for each 3,000 square feet of worksite and on each floor
3. Fire extinguishers must be within 100 feet of work areas and they must be readily available in areas where fuel is dispensed. Employees must be aware of the location and operation of the nearest fire extinguisher.
4. Selected employees on each jobsite will be trained in the proper use of portable Fire extinguishers and will assist in extinguishing small fires.
5. Smoking is prohibited in the vicinity of operations which constitute a fire hazard, such as fuel dispensing locations or other locations posted “No Smoking” areas.
6. Site Supers will conduct daily safety walkthroughs of their worksites and correct unsafe conditions.
7. DeVincenzo and Sons, Inc. employees and subcontractors will not participate in fire fighting activities commonly associated with a trained fire fighter.
8. Special considerations must be observed when using temporary heating devices such as Salamander or natural gas fired burners. All such devices must be approved by the jobsite Super before use.
9. Only approved metal safety containers may be used for the storage or transport of flammables such as gasoline or diesel fuel. These containers must be properly labeled.

HazCom Program

1. Background: DeVincenzo and Sons, inc. use a limited number of chemicals. Improper use, handling, or storage of some of these chemicals could create a condition of unnecessary risk to the health and safety of DeVincenzo and Sons, Inc,
2. Purpose: This program establishes the written procedure required for compliance with 29 CFR 1910.1200. It outlines the practices to be followed in: identifying chemical hazards, understanding chemical labeling and reading material safety data sheets. A copy of this program is available to each employee upon request.
3. Responsibility: The Safety Director is responsible for the implementation of this program. All employees and subcontractors are responsible for complying with the provisions of this program when working for DeVincenzo and Sons, Inc.
4. Hazard Determination: The manufacturer of each chemical must determine if the product is hazardous under OSHA's HazCom Standard. DeVincenzo and Sons, Inc. is not responsible for testing any purchased materials to determine hazard properties. Product labels, DOT labels and material safety data sheets will be used to determine the hazard(s) with respect to DeVincenzo and Sons, inc. employees.
5. Material Safety Data Sheets:
 - A. DeVincenzo and Sons, Inc. will not develop material safety data sheets but instead depends on the manufacturers, distributors, and/or suppliers to provide this information in a timely fashion.
 - B. The Site Super is responsible for obtaining and replacing outdated material safety data sheets for all products used on the site. The MSDS file is reviewed periodically by the Safety Coordinator to ensure that every hazardous product has a corresponding data sheet.
 - C. Copies of the applicable MSDS's are maintained by the Site Super in the office trailer and are available to site employees and subcontractors on request.
 - D. While respecting a company's right to protect secret formulations MSDS's which omit health and/or safety information will not be adequate to meet DeVincenzo and Sons, Inc. requirements.
 - E. No new product containing a hazardous chemical may be purchased or used without first reviewing the corresponding MSDS to determine the extent of the

hazard and how to properly protect DeVincenzo and Sons, Inc. employees from overexposure.

6. Labeling

- A. DeVincenzo and Sons, inc. uses and preserves the labels already on product containers. At a minimum it is expected that these labels will be; written in English, prominently displayed, and they will contain the chemical identity and appropriate hazard warning information, including the target organs, if available.
- B. Bulk Storage containers of gasoline, fuel oil, propane, etc. have been labeled as indicated. These labels are weather proof and placed conspicuously on the containers.

7. Training

- A. The Site Super is responsible for ensuring that employees who work with hazardous chemicals or have the potential of being exposed to hazardous chemicals have received HazCom training. These employees are trained regarding the following:
 - 1. The regulatory requirements of the Hazard Communication (HazCom) Standard (29CFR 1910.59)
 - 2. The presence, identity and location of hazardous chemicals in their workplace,
 - 3. The physical and health hazards of the chemicals in their work area,
 - 4. Chemical detection methods,
 - 5. How to read and interpret and MSDS and warning label,
 - 6. Appropriate protective measures, including ventilation and respiratory protection, and
 - 7. The location and availability of this written Hazard Communication Program and Material Safety Data Sheets
- B. New employees are trained before their initial assignment into an area that where they may use, or be exposed to, hazardous chemicals.
 - 1. Retraining is done annually and whenever new chemicals are introduced into the workplace.
 - 2. All employee training sessions are documented and the records retained in the personnel files.
- C. Non-Routine Tasks: Periodically, employees are required to perform non-routine tasks which could potentially expose them to hazardous chemicals. Prior to starting work, each affected employee will be given information by their Site Super about the chemicals to which they may be exposed.
- D. Informing other (sub) Contractors: It is the responsibility of the Site Super to provide subcontractors with the following information:

1. A list of hazardous chemicals which are used on the site,
2. Measures to reduce the possibility of employee overexposure,
3. Applicable MSDSs, and
4. Procedures to follow if overexposure occurs.

Aerial Lifts

1. Purpose: This procedure is to be used as a comprehensive instruction guide for the use of aerial lifts that are used to position personnel, along with their tools and necessary materials, to work locations. Aerial Lift – Any vehicle-mounted or self propelled device, telescoping extensible or articulating or both which is primarily designed to position personnel.
2. Scope: This procedure applies to all DeVincenzo and Sons, Inc. personnel and subcontractors using aerial lifts owned by, rented by or otherwise under the control of DeVincenzo and Sons, Inc. This policy shall also cover any subcontractors without aerial lift policies.
3. Equipment Instructions and Markings:
 - A. Each aerial lift shall have a manual containing instructions for maintenance and operations. If a unit is able to be operated in different configurations, then these shall be clearly described, including the rated capacity of each configuration.
 - B. Each aerial lift in service shall have legible plate with the following data (when applicable):
 1. Make, model, and serial number
 2. Rated capacity
 3. Platform height and maximum travel height
 4. Maximum recommended operating pressure of hydraulic or pneumatic systems or both
 5. Caution or restrictions of operations or both
 6. Operating instruction
4. Responsibilities
 - A. The project Super is responsible for implementing and enforcing this procedure.
 - B. The Safety Director is responsible for monitoring compliance with this procedure.
5. Operating Procedures:
 - A. Operators shall read and obey all warning placards on the machine and become familiar with the operator's manual. This includes all manufacturer's recommendations and operating instructions.

- B. A malfunctioning lift shall not be operated until it is repaired per the manufacturer's recommendations and shall be tagged out of service.
 - C. The controls shall be plainly marked as to their function.
 - D. A pre-start inspection shall be completed daily before use. If the lift has defects or is malfunctioning then it should not be used.
 - E. Prior to operating the lift the operator shall check the area for hazardous conditions including: debris, holes, and bumps.
 - F. Make sure the lift is on level ground at all times when the platform is elevated.
 - G. Stunt driving and horseplay will not be permitted.
 - H. Do not load the platform in excess of the designed working load. The personnel's weight is included as part of the load.
 - I. Materials placed in the basket shall not extend beyond the outer edges of the basket.
 - J. Aerial lifts are not to be used as cranes. Lifting with the basket, handling chokers, or boom is not permitted.
 - K. Always be sure that there is sufficient clearance before moving under any overhead obstruction or when working near electrical lines.
 - L. Do not walk under the boom to gain access to the platform.
 - M. Do not tie the platform off to any structure.
 - N. Do not stand on the rails, always keep your feet on the platform. Planks, ladders, or other devices shall also not be used to raise the height of the platform.
 - O. Safety harnesses must be worn and tied off to a tie off point.
 - P. Do not use an aerial lift to access any structure. Personnel may exit with prior approval from the super when all other means of access are impractical or create a greater hazard, as long as continual tie off is maintained.
 - Q. The basket must be at its lowest possible elevation when moving the machine
 - R. Barricades and or a flag person should be used when operating in high traffic.
 - S. Use care when exiting the basket; do not jump from the basket.
 - T. Controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine if they are working properly.
 - U. Tying off to an adjacent structure, pole, or other equipment is not permitted.
 - V. Modifications or alterations of the lift shall not be made unless prior written consent is received from the manufacturer.
6. Training
- A. All DeVincenzo and Sons, Inc. personnel and subcontractors using aerial lifts owned, or rented by, or otherwise under the control of DeVincenzo and Sons,

Inc. shall be trained by a designated competent person before being allowed to operate the lift. Subcontractors using lifts without their own company aerial lift policy shall also be trained.

- B. These trained employees will be designated by an operator's decal to be worn on their hard hats and shall be the only employees allowed to operate the lifts.
 - C. All training shall be documented and kept on file in the field office.
 - D. An outline will be used by the instructor during training sessions to cover all facets of aerial lift operations.
 - E. All persons receiving training shall perform the following:
 - 1. Hands on operation of controls at the platform and lower level panel.
 - 2. Preoperational inspection of the lift as well as a functional test to ensure competency of the individual who is to operate the lift.
7. Pre-start Inspections:
- A. The aerial lift shall be inspected daily prior to use. There will be a visual inspection and a functional test including but not limited to the following:
 - 1. Operating and emergency controls
 - 2. Safety Devices
 - 3. Personal protective devices, including fall protection
 - 4. Air, hydraulic, and fuel system leaks
 - 5. Cable and wiring harnesses
 - 6. Loose and missing parts
 - 7. Tires and wheels
 - 8. Placards, warnings, control markings, and operators manual
 - 9. Outriggers, stabilizers, extendible axels, and other structures
 - 10. Guardrail Systems
 - 11. Any other items specified by the manufacturers
 - B. A DeVincenzo and Sons, Inc. aerial lift inspection sheet shall be completed daily. A copy of this sheet shall remain with the lift while a second copy shall be maintained in the super's office.

DeVincenzo and Sons, Inc.

Aerial Lift Inspection

Inspected By: _____ Company _____

JobSite: _____ Date: _____ Aerial Lift# _____

Description	OK	Needs Repair or Replacement	N/A
Operating Controls			
Safety Devices			
Personal Protective Devices, Fall Protection			
Air, Hydraulic, Fuel System Leaks			
Cable and Wiring Harnesses			
Loose and Missing Parts			
Tires and Wheels			
Placards and Warning Labels			
Operators Manual			
Outriggers or Other Structures			
Guardrails / Gate			

Remarks:

Powered Industrial Vehicles Daily Inspection Checklist

Model No: _____ Serial No: _____

Foreman: _____ Licensed Operator: _____

Week Ending: ____/____/____

ITEM	MON	TUE	WED	THU	FRI
Back-up Alarm					
Parking Brake					
Oils and Fluids					
Crankcase					
Transmission					
Hydraulic					
Battery					
Cooling					
Pivots					
Boom					
Hoist					
Tilt Cylinder					
Carriage					
Brake Pedal					
Steer, Cylinders & Spindles					
Tire Inflation					

Respiratory Protection Program

1. Purpose: The DeVincenzo and Sons Inc is committed to protecting its employees from exposure to hazardous quantities of airborne dusts, fumes, mists and vapors. It is the purpose of this program to establish minimum requirements for the safe, practical use of respirators in the work environment.

2. Applicability: This program applies to all DeVincenzo and Sons, Inc. employees and subcontractors who wear respiratory protection, regardless of whether the protection is required or used merely as a precautionary measure.

3. Responsibility: The Site Superintendent is responsible for the proper implementation of this program at the site.

4. Determination of Need and Selection of Equipment:
 - A. The Site Superintendent will perform a work place hazard evaluation prior to the start of work to determine where respiratory protection may be appropriate (for example, where personal exposures may be in excess of the most stringent applicable personal exposure limits or where a respirator is appropriate as a precautionary form of personal protection).

 - B. Each employee required to wear (or requesting) respiratory protection has been assigned a respirator for his/her exclusive use. Only respiratory equipment provided by DeVincenzo and Sons Inc. may be used. Subcontractors will provide their own respiratory protection equipment.

5. Individual Evaluation: The wearer's suitability to use a respirator based on:

- A. a physician's written determination of the wearer's capability to perform work using the designated respiratory equipment (the medical evaluation is repeated annually or if respirator requirements change)
 - B. the knowledge of the wearer in the care, use and limitations of the respirator,
 - C. and a successful fit test.
6. Training: The Site Superintendent trains site employees in the use, handling, storage and maintenance of respiratory equipment. Training of affected employees is conducted at least annually. A list of trained employees is maintained by the Safety Director.
7. Inspection and Maintenance:
- A. The Safety Director inspects the in-service respirators on a random basis (semi-annually). As part of the inspection the safety Director will ensure that the property respirators are being used and will determine if reevaluation of the work area is required.
 - B. Respirator wearers are required to inspect their respirators before and after each use. When replacing worn or deteriorated parts, only those parts made by the manufacturer may be used. A new respirator will be issued if repairs cannot be made.
 - C. Respirators are cleaned daily or after each use by washing in warm soapy water, followed by a rinse in a clean warm water and air-dried. When disinfection is required, respirators are washed in a 1-:1 (water:Clorox) solution for two minutes, followed by a rinse in clean water and air-dries. The date of cleaning (or disinfecting) is entered on the *Respirator Cleaning Log*, Appendix B.
 - D. The Safety Director is responsible for ordering and stocking replacement parts.
8. Storage:
- A. New respirators are stored in their original containers in the corporate office.
 - B. In-Service respirators are stored in plastic bags, away from the location where they are used. They are not to be suspended by the headgear or any other portion of the facepiece.

1. Effectiveness of the Respiratory Protection Program

A. The Safety Director is responsible for evaluating the *Respiratory Protection Program* to determine if wearers are using the proper respiratory equipment and to ensure that the program is functioning properly.

B. Industrial Hygiene monitoring of the appropriate work area(s) will be arranged on an “as needed” basis

10. Recordkeeping: The following information is kept on file:

A. A copy of this Respiratory protection program and associated references (e.g. 20 CFR 1910.134), 10.1.1.

- 1) Appendix A: a current listing of trained and qualified respirator users, including their records of fit-testing, and
- 2) Appendix B: The Respirator Cleaning Log is maintained by the wearer and kept in storage with the respirator.

B. All inspection records are kept for a minimum of three(3) years and all Medical records are kept for the duration of employment

11. Respirators (dust masks/nuisance masks) may be used when not required, at the employee’s discretion, to avoid exposure to hazards. Respirators are an effective method of protection against designated hazards when properly selected and worn. **Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers.** However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of the hazardous substance does not exceed the limits set by OSHA standards. The following precautions should be taken to be sure that the respirator itself does not present a hazard.

- A. All instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations must be read and followed.
- B. Respirators should be chosen which are certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety

and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

- C. Do not wear the respirator into atmospheres containing contaminants
- D. for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- E. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
- F. Specific examples of possible uses for these respirators are, but not limited to: sweeping, cutting concrete with a wet saw, mixing mortar, or demolition.

Appendix A

List of Qualified Users (Trained, fit-tested and Medically Cleared)

Name	Respirator #	Date Trained	Date Fitted	Medical

Appendix B

Respirator Cleaning Log

Mask Type: _____

Canister Type: _____

Assigned To: _____

Fit Tested (Date): _____

Routine Cleaning	Inspection	Canister Replacement

HOUSEKEEPING

What in the world does good housekeeping have to do with working on a job site? Weren't you employed to accomplish certain tasks during your work shift and isn't that all that matters? Housekeeping is not an additional duty -- it is part of your job. A clean and organized job site creates a positive image of our company to our clients. In addition to providing a more productive setting for work, housekeeping and general cleanliness have a direct effect on safety and health and therefore they are mandatory. Below listed are general housekeeping guidelines some of which, as a matter of interest, are actually required by OSHA standards:

- a. All floor surfaces shall be kept clean and dry.
- b. Tools shall be properly cleaned and put away after use.
- c. Work areas shall be kept clean and orderly.
- d. All stored materials will be neatly stacked.
- f. As far as practical, all work areas shall be kept neat and orderly.
- g. All containers, when not in use, will be sealed.
- h. All containers shall be properly labeled.
- i. No objects will be left unattended on stairways.
- j. Entrances and exits will be properly marked and shall not be blocked.
- k. Fire extinguishers will be readily accessible.

Housekeeping and general cleanliness are an indication of pride in yourself and your work. The results of good housekeeping and general cleanliness spill over into all areas of safety such as the reduction of fire hazards and the reduction of the likelihood of slips, trips, and falls (nationally, a major safety problem).

Everybody gains -- it is easier to find items and the possibility of accident is reduced while the work production is increased.

Responsibilities

1. Project Manager shall:

- 1.1 Enforce the DeVincenzo and Sons Inc safety program at their sites and take disciplinary action again any employee who willfully disregards it.
- 1.2 Notify and require all DeVincenzo and sons Inc. Subcontractors at their site to abide by the guidelines of this safety program and to certify this notification, in writing.
- 1.3 Report serious accidents involving any death or the hospitalization of three or more employees to the Safety Director. The Safety Director will in turn report the incident to the area office of the Occupational Safety and Health Administration (OSHA), within 8 hours.
- 1.4 Advise Site Superintendent, employees and subcontractors at their site of the company's safety of the company's safety policy and procedures and their obligation to comply with the most current OSHA standards. Take appropriate action if these individuals fail to comply.

2. Site Superintendent shall:

- 2.1 Act as the "Competent Person" as defined by OSHA, on the job and therefore shall be responsible for safety as it affects DeVincenzo and Sons Inc. employees and/or subcontractors. The Site Superintendent has the authority to suspend operations and/or remove any employee(s) who create(s) an immediate and serious threat to the safety of other employees or the destruction of personal property.
- 2.2 Ensure that the emergency medical treatment is readily available at each job site. This means that at least one DeVincenzo and Sons Inc. employee on the site must be first aid/CPR certified and an appropriate first aid kit must be in the construction office.
- 2.3 Ensure that the fire safety programs and equipment are in place and readily available. This means that the workplace must be kept clean and combustible and flammable substance must not be allowed to accumulate. In addition, fire extinguisher(s) must be within 100 feet of the work areas. In enclosed buildings, a 10 BC fire extinguisher must be mounted for every 3,000 square feet and on every floor of the building.
- 2.4 Instruct DeVincenzo and Sons, Inc. employees and/or subcontractors at their site of the safety practices that are to be followed on the job site.
- 2.5 Conduct safety training for both new and existing field personnel and/or subcontractors at their site of the safety practices that are to be followed on the job site. These can be conducted by means of weekly "tool box talks".

- 2.6 Provide personal protective equipment and other safety materials (for example, safety cans for transporting flammables) for DeVincenzo and Sons Inc. employees and certify that subcontractors do the same for their employees.
- 2.7 Investigate all accidents involving DeVincenzo and Sons Inc. employees and submit a "First Report of Injury" form to the Project Manager before the end of the work shift. Serious accidents involving death, dismemberment, hospitalization, property damage or injury to members of the public must be immediately reported to the Project Manager and Safety Director.
- 2.8 Inspect the workplace daily, document the findings and take corrective actions.
- 2.9 Monitor the work practices of subcontractor to ensure they do not create safety hazards for DeVincenzo and Sons Inc. employees, other subcontractors or themselves. Any hazards creating imminent danger for any person shall be immediately corrected or the activity shutdown until it can be corrected.
- 2.10 Conduct weekly safety "tool box talks" with DeVincenzo and Sons Inc. employees to review safety issues encountered at the site and to discuss corrective actions. A list of meeting attendees and the subjects discussed shall be maintained at the site.
- 2.11 Maintain the workplace in a clean and orderly fashion at all times.

3. Job Foreman Shall: (in the event of no job foreman, these responsibilities revert to the Site Superintendent)

- 3.1 Notify employees under their direction how to summons emergency medical and fire assistance.
- 3.2 Ensure employees wear, at a minimum, hardhats, safety eyewear and work boots when required. Provide personal protective equipment, if needed.
- 3.3 Be familiar with applicable health and safety rules and regulations and how to effectively implement them at the job site. Instruct employees regarding the safety practices to be followed on the job site.
- 3.4 Inform employees about any chemical hazards in their work areas.
- 3.5 Investigate all accidents involving DeVincenzo and Sons Inc. under their direction and immediately report findings to the Site Superintendent.
- 3.6 Inspect the workplace daily and take corrective actions.
- 3.7 Attend all weekly safety "tool box talks" conducted by the Site Superintendent.
- 3.8 Maintain the workplace in a clean and orderly fashion at all times.

4. Safety Director

- 4.1 Provide the means to execute the health and safety policy as stated in the Policy Statement
- 4.2 Maintain current copies of all applicable federal, state and local safety regulations that affect DeVincenzo and Sons Inc. employees. Keep DeVincenzo and Sons Inc.

Project Managers informed of new and/or changing OSHA regulations as they affect the Company.

- 4.3 Approve new policies or changes to existing policies in order to maintain the effectiveness of the overall safety program.
- 4.4 Act as the Safety Director.
- 4.5 Routinely inspect job sites and prepare written reports of safety violations and suggest corrective action.
- 4.6 Occasionally meet with subcontractor's representatives and/or safety representative to discuss safety issues at the job site.
- 4.7 Review accident reports and initiate action to avoid recurrences. Review OSHA 300A log to ensure accuracy and timely posting.
- 4.8 Accompany the Workers' Compensation Insurance Carrier on periodic inspection and help implement corrective action recommended by the Carrier.

5. Employees Shall:

- 5.1 Understand and follow all safety rules as required by this job site, instructed, discuss or otherwise recognized as prudent practices.
- 5.2 Not engage in any unsafe acts that might endanger the health and safety of any worker.
- 5.3 Use personal protective equipment and/or devices when appropriate and as intended by the manufacturer.
- 5.4 Report (or correct) all unsafe acts or conditions to the Foreman, Site Superintendent, Project Manager or Safety Coordinator immediately.
- 5.5 Maintain the workplace in a clean and orderly fashion at all times.

6. Subcontractors shall:

- 6.1 Perform their work in a safe manner in conformance with DeVincenzo and Sons Inc., state and OSHA health and safety rules/regulations. Routine safety inspections should be conducted by the subcontractor to conform that recognized safe practices are being followed.
- 6.2 Be responsible for the safety of their employees and shall fully cooperate with the DeVincenzo and Sons Inc. representatives and other subcontractors in the implementation of safety and health programs.
- 6.3 Submit to the DeVincenzo and Sons Inc. management, before starting work, the following information:
 - 6.3.1 the subcontractor's safety and hazard and communication program.
 - 6.3.2 The project safety documentation as required in the contract.

- 6.3.3 Signed and receipt that this HIS program has been read and understood and its principals will be practiced.
- 6.4 Notify the DeVincenzo and Sons Inc. Superintendent immediately of any incident that results in personal injury or property damage and provide a written report of the incident within 24 hours.
- 6.5 Designate one individual on the job to act as the subcontractor's safety representative. This individual will attend all safety meetings and will have the responsibility and authority to act as the subcontractor's "Competent Person" on the job.
- 6.6 Provide routine job-specified training for the employees in recognition, avoidance and prevention of unsafe working conditions. This training should include, at a minimum, HAZCOM, emergency response and safety information relating to the respective trade(s) such as, lockout/tagout or confined space entry. New employees must be trained prior to beginning work.
- 6.7 Conduct weekly toolbox meetings with employees to discuss potential health and safety issues and identify corrective actions.
- 6.8 Conduct routine safety inspections. Correct any unsafe conditions in a reasonable amount of time or face back charges or discharge from the job site.
- 6.9 Develop a system of identifying defective or damaged tools and remove them from service until repaired.
- 6.10 As appropriate, license selected employees in the proper use of vehicles and powder-operated equipment.
- 6.11 As necessary, designate a qualified individual(s) to be responsible for rigging and heavy lifting, shoring of excavations, blasting and demolition.
- 6.12 Maintain the work site in a clean and orderly fashion.

Rigging and Material Handling Equipment

1. The subcontractor's Foreman will be responsible as the Competent Person, for all rigging and materials' handling equipment under his direction at each job site. The foreman shall be capable of; determining safe lifting loads, following recognized rigging practices and terminating unsafe operations.
2. Rigging equipment used for material handling shall be inspected daily, before use. Of special importance is the condition of the lifting ropes, slings and tag lines. A thorough inspection of all components of a rigging system shall be inspected at least semi-annually. All inspections should be logged and corrective action noted.
3. Defective rigging equipment must immediately be removed from service. Frayed ropes or slings must be removed from service.
4. Lifting capacities of all nylon and polyester ropes shall be no less than nine (9) times the intended load.
5. Synthetic fiber slings shall be marked or coded to show names and trademark of manufacturer, rated capacities for the type of hitch and the type of material.
6. Slings used in a basket hitch shall have loads balanced to prevent slipping.
7. Rated load capacities, recommended operating speeds and special hazard warnings or instructions shall be conspicuously **posted** in view of the operator while he is at the controls.
8. The lift operator will be familiar with recognized hand signals used to position the materials. A hand signal person will be designated whenever the operator is unable to view the load.
9. All lifting operations will immediately be suspended in adverse weather conditions, that is: lightning, icing, high winds and heavy rain.
10. Personnel platforms may be used with cranes or derricks providing they meet all the criteria listed in 29 CFR 1926.550(g).
11. The Commonwealth of Massachusetts requires every operator of hydraulic or cable-operated lifting equipment to be **licensed** by the Department of Public Safety. An unlicensed operator is not allowed to operate lifting equipment even if licensed operator is on site.
12. No modifications or additions that may affect the capacity or safe operations of the equipment shall be made without the manufacturer's written approval.
13. All exposed moving parts such as gears, projecting screws, set screws, chain, cables, chain sprockets, and reciprocating or rotating parts, which constitutes a hazard, must be guarded.
14. Safety Precautions must be taken when operating a winch, crane or hoist near overhead power lines. Remember to take into consideration a moving boom or tag line, a telescoping boom, which lines close to power lines, or the load striking power lines.
15. No operator shall leave unattended the controls of a crane or hoist with a load raised.
16. A tag line must be used on any load that is being lifted off the ground.
17. Synthetic ropes used for lifting or tagging must be used in accordance with the rope manufacturers load ratings.

18. A fire extinguisher of 5BC rating or higher shall be available at all lift operator stations.

Scaffolding

1. The manufacturer's recommendations shall be followed for the assembly, use and dismantling of all scaffolding. A Competent Person shall be designated by the Site Superintendent to supervise these activities.
2. All scaffold frames shall be plumb, braced, and secured.
3. The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended loads. Unstable object such as barrels, boxes, loose brick, concrete blocks, etc. shall not be used to support scaffolds.
4. All scaffolding shall be capable of supporting 4 times the maximum intended load.
5. Guardrails, midrails, and toeboards shall be installed on scaffolds higher than 10 feet above the next lower level. The top rail shall be between 38" – 45" high. The midrail shall be one-half distance to the top.
6. Working platforms shall be fully planked. A minimum width of two 2X10 staging planks is required and the planks shall extend between 6" and 12" beyond the support structures. All planking shall be scaffold grade.
7. If planking is to overlap, to create a longer platform, the planks must overlap by at least 12 inches, unless they are nailed together to prevent movement.
8. An access ladder to scaffolding or work platforms shall be provided. It shall extend three feet above the upper landing and secured to it.
9. Pipe scaffolding shall be secured to the building at the top of the third frame (approximately 18 feet). It shall then be secured at intervals of no more than 26 feet vertically and 30 feet horizontally.
10. Persons working below scaffolding shall be protected by screen or mesh.
11. Work shall not be performed on scaffolds during high winds or storms.
12. The front edge of platforms shall not be more than 14 inches from the face of the building. Outriggers shall be no more than 3 inches from the face of the building. For masonry work the scaffold may be 18 inches from the face of the building.
13. Debris shall not be allowed to accumulate on platforms.

Stairways and Ladders

- A. A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches (48cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
- B. When a building or structure has two or more points of access between levels, at least one point of access shall be kept clear to permit free passage of employees.
- C. Wood ladders shall not be coated with any opaque covering, except for identification or warning labels which may be placed on one face only of a side rail.
- D. When portable ladders are used for access to an upper landing surface, the ladder side rails shall extend at least 3 feet (.9m) above the upper landing surface to which the ladder is used to gain access. Ladder shall be secured at its top to a rigid support that will not deflect.
- E. Ladders shall be maintained free of oil, grease, and other slipping hazards.
- F. Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond their manufacturer's rated capacity.
- G. Ladders shall be used only for the purpose for which they were designed.
- H. Non-self-supporting ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (the distance along the ladder between the foot and the top support).
- I. Fixed job made ladders shall be used at a pitch no greater than 90 degrees from the horizontal, as measured to the back side of the ladder.
- J. Ladders shall be used only on stable and level surfaces unless secured to prevent accidental displacement.
- K. The area around the top and bottom of ladders shall be kept clear.
- L. Ladders shall not be moved, shifted, or extended while occupied.
- M. The top or top step of a stepladder shall not be used as a step.
- N. Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.
- O. Fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, or corroded components, shall be withdrawn from service until repaired. Immediately tagged with "Do Not Use" or similar language.
- P. When ascending or descending a ladder, the user shall face the ladder.
- Q. Each employee shall use at least one hand to grasp the ladder when progressing up and/or down the ladder.
- R. An employee shall not carry any object or load that could cause the employee to lose balance and fall.

Steel Erection

1. Employees involved in steel erection must use conventional fall protection systems when on a surface with an unprotected edge 15 feet or more above a lower level. These fall protection systems will consist of guardrails, safety nets, personal fall arrest systems, positioning devices, or fall restraint systems.
2. Connectors will be provided with a personal fall arrest system, positioning device system, or fall restraint system at height over 15 feet and up to 30 feet. They will wear the equipment to be tied off. 100% protection is required when working over 30 feet. That is two lanyards are necessary so the employee will always be attached.
3. Fall Protection Equipment:
 - A. Only full body harnesses (not belts), lanyards, and shock absorbers supplied by DeVincenzo and Sons Inc. or respective subcontractors may be used. Attachment points must be above the work location and the entire device must be capable of withstanding shock loading of 5000 lbs.
 - B. If full body harnesses cannot be used then safety netting must be installed at a distance of less than 30 feet below the work area.
 - C. All fall protection must be inspected daily, by the user, prior to use. Defective or questionable equipment must be removed from service and discarded.
 - D. Fall protection devices that have been used to restrain an employee from falling must be removed from service and discarded.
 - E. Only devices, materials, and equipment supplied by or approved by DeVincenzo and Sons Inc. will be considered acceptable for use.
4. A controlled decking zone may be established for leading edge work in the area which is over 15 feet, up to 30 feet, above a lower level. This controlled decking zone shall comply with 29 CFR 1926.760.
5. Prior to steel installation a safety meeting will be held to outline all safety procedures to be used in this portion of the project.

Vehicle Safety Program

1. All drivers of company vehicles must:
 - 1.1 be properly trained to drive that vehicle,
 - 1.2 ensure that all safety requirements for that vehicle are satisfied,
 - 1.3 observe all traffic laws, including seatbelt requirements, and
 - 1.4 property tie-down all items on board or in tow.

2. All company vehicles must:
 - 2.1 be inspected daily by the driver with a Driver's Inspection Report completed and properly distributed,
 - 2.2 have safety accessories repaired immediately by either the driver or the shop,
 - 2.3 be properly equipped with safety spare parts to include bulbs and fuses and safety materials, to include an appropriate fire extinguisher (5 BC), first aid kit and breakdown signaling devices,
 - 2.4 Be clean on the outside and neat, organized and free of litter on the inside.
 - 2.5 Vehicles must be shut off when being refueled and when left unattended.

3. Drivers inspection reports:
 - 3.1 All company vehicles must be inspected daily, before use, by the driver.
 - 3.2 All company vehicles over 26,001 pounds and/or 10,001 pounds driver interstate must have vehicular reports (versus driver's log) that complies with the Department of Transportation (D.O.T.) requirements.

4. Incident reporting: the following incidents must be reported to the Safety Director:
 - 4.1 any and all vehicle accidents* no matter how minor. Proper paperwork must be completed and submitted the same day
 - 4.2 all breakdowns and any instance requiring towing or assistance,
 - 4.3 all moving traffic violations or tickets, or
 - 4.4 any instance where a vehicle gets stuck going to, from or while on the job (i.e. other sites)

*Note; an accident is defined as any damaging contact between a company vehicle and another object.

Violation Enforcement Program

The key to any safety program lies with the job Foreman and his/her ability to correct unsafe conditions before accidents occur. In order to assist the Foreman, all employees should understand the applicable OSHA Standards and company safety rules and ensure that they are practiced on a day-to-day basis. Any deviations from these standards or rules should be reported to the Foreman so corrective action can be taken.

The Site Superintendent will conduct regular safety inspections to assess the safety practices of Foremen and employees. Compliance with safety rules and regulations is mandatory – there will be no exceptions.

It is not the intent of the safety program to be read and discarded. It is expected that all DeVincenzo and Sons Inc. employees will understand the program and incorporate safe work practices into their jobs.

The following progressive disciplinary action will be levied against employees and subcontractors who willingly ignore the safety standards and rules.

EMPLOYEES

FIRST OFFENSE	Verbal Warning
SECOND OFFENSE	Written Warning from Site Superintendent
THIRD OFFENSE	Written Warning and 1 day suspension
FOURTH OFFENSE	Dismissal

SUBCONTRACTORS

FIRST OFFENSE	Verbal Warning
SECOND OFFENSE	Written Warning from Site Superintendent
THIRD OFFENSE	Fines as designated in "Exhibit G" from the Standard Subcontract Agreement
FOURTH OFFENSE	Dismissal

Wanton destruction of personal property, injuring another employee, drug illicit use, alcohol use, or other serious safety issues could result in immediate dismissal from the job site and/or the issuance of a fine. The proper law enforcement authorities may also be notified.

EXHIBIT “G”

Project Safety

- 1. HEALTH AND SAFETY HAZARD AWARENESS** – Subcontractor recognizes that it and its Subcontractors, suppliers and employees have the obligation to comply with all federal and/or state safety and health laws and regulations. Subcontractor specifically acknowledges that it has the primary responsibility to prevent and/or correct all health and safety hazards within the operations for which it and its employees or its Subcontractors and their employees are responsible. Subcontractor further acknowledges that it and its Subcontractors, suppliers and employees have special expertise in recognition and prevention of such hazards in the operations for which they are responsible and that Contractor does not have such expertise and is relying upon such expertise by Subcontractor and its Subcontractors, suppliers and employees. Contractor retains the right to direct Subcontractor to eliminate all hazards of which Contractor has actual knowledge, but the recognition and abatement of such hazards are the responsibility of subcontractor and its Subcontractors, suppliers and employees. Subcontractor agrees to indemnify Contractor and all other Subcontractors for all costs and penalties incurred, including attorney fees, as a result of hazards created by Subcontractor, its Subcontractors, suppliers and employees. Subcontractor hereby certifies that it will not allow on the project site any Subcontractor, supplier and/or employee of any of them who is not fully trained in all safety aspects of the Subcontract Work and who is not expert in the operations comprising the Subcontract Work.
- 2. OSHA REQUIREMENTS** – The Subcontractor hereby acknowledges that it is familiar with the Federal Regulation 29CFR Part 1926 – Safety and Health Regulations for Construction. In compliance with that regulation, the Contractor has developed a written Hazard Communication Program identifying the requirements for hazardous material identification. The Subcontractor hereby agrees to conform with the requirements of the OSHA regulations and to follow the procedures set forth in the Contractor’s Communication Standard identified herein and in accordance with those regulations and that standard shall forward to the Contractor’s office to the attention of the Safety Coordinator copies of all “Material Safety Data Sheets” for materials being brought onto the jobsite. The “Material Safety Data Sheets” shall be accompanied by a letter of transmittal stating the name of the Subcontractor, the name and location of the jobsite, description of what “Material Safety Data Sheets” are being sent and any special precautionary measures that should be taken when using these materials.
- 3. BASIC SAFETY RULES AND REGULATIONS** – The Subcontractor hereby agrees to comply completely during the performance of the Subcontract Work with all of the Contractor’s designated safety programs for the project.
- 4. ACCIDENT REPORTING** – The Subcontractor hereby acknowledges and agrees to orally notify the Contractor’s Project Superintendent within twenty-four (24) hours after any of the Subcontractor’s employees and/or equipment and/or motor vehicles or any of its lower tier subcontractor’s and/or supplier’s employees and/or equipment and/or motor vehicles are involved in a jobsite accident or injury. Further, the Subcontractor also hereby acknowledges and agrees to provide the Contractor with a completed first report of injury within five (5) days after any of the Subcontractor’s or any of its lower tier subcontractor’s or supplier’s employees are injured in a jobsite accident.
- 5. OSHA REQUIREMENTS FOR EXCAVATION** – The Subcontractor hereby acknowledges and certifies that it is familiar with Federal Regulation 29 CFR, Part 1926, Subpart P – Excavations, as revised and as printed in the Federal Register on Tuesday, October 21, 1989, and the Subcontractor hereby agrees to perform the Subcontract Work in full accordance with all of the requirements set forth in this regulation.

6. **OSHA RECORDABLE INCIDENT RATES** – The Subcontractor will be required to submit on a monthly basis its OSHA recordable and lost day incident rates for this specific Project if specifically required by the Contractor’s Project Manager or Project Superintendent.
7. **DeVincenzo and sons Inc. SAFETY RULES AND REGULATIONS** – The successful Bidder/Subcontractor, as a condition of employment, will be required to comply with all applicable Federal, State, County, Municipal, Client and Construction Manager SAFETY RULES AND REGULATIONS (**NOTE: Federal OSHA Standards are referenced, however the more stringent of State, Owner or Local Safety Codes will also apply.**)

Subcontractors found in non-compliance with any of the applicable rules and regulations will receive a “Notice of Violation” either oral or written. Failure to abate the violation or continued failure to comply with the Basic Safety Rules and Regulations may result in a monetary fine. Monetary fines, if assessed, will only be used by the Construction Manager to fund programs at the jobsite to promote Safety.

Following is a list of the Basic Safety Rules and Regulations, many of which carry the potential for a monetary fine and the amount of the fine that could be assessed:

- A. Subcontractor shall submit its company SAFETY PROGRAM/HAZCOM PROGRAM and designate its jobsite Safety Coordinator prior to starting work. **Failure to do so may result in a \$500.00 fine assessed to the Subcontractor.**
- B. All job related ACCIDENT AND INJURIES shall be reported to the DeVincenzo and Sons Inc Project Superintendent immediately and a copy of all injury reports shall be submitted to the Project Superintendent within (72) hours of occurrence. **Failure to do so may result in a \$500.00 fine to the Subcontractor.**
- C. Subcontractor’s employees must report all UNSAFE CONDITIONS AND NEAR ACCIDENTS to their supervisor and the jobsite safety officer so that corrective action can be taken.
- D. Subcontractor’s employees shall attend any jobsite SAFETY ORIENTATIONS as required. Subcontractor’s supervisors shall attend DeVincenzo and Sons Inc. WEEKLY SAFETY MEETINGS. Subcontractor must hold a “weekly Tool-Box Safety Meeting” and submit for record those employees who have attended, along with a list of topics and related information discussed. **Failure to comply with any of the above may result in \$500.00 fine assessed to the Subcontractor per written incident.**
- E. Copies of CERTIFICATION FOR SPECIALIZED TRAINING required to perform certain types of hazardous work or operate certain tools and equipment may be required to be submitted prior to work commencing.
- F. Subcontractor shall provide all required PERSONAL PROTECTIVE EQUIPMENT (PPE) (i.e. head, hearing, eye and face protection) to his employees for their use in order to perform their work safely and in compliance with local and federal codes of safe practice and manufacturers recommendations. All equipment shall be in good working order and all defective equipment shall be discarded and removed offsite immediately. **Failure to do so may result in a \$500.00 fine for each violating employee, assessed to the Subcontractor.**

- G. HARD HATS (ANSI Z89.1) shall be worn at all times on site. Alterations or modifications of hat or liner shall be prohibited. **Failure to wear hard hats may result in a \$500.00 fine for each violating employee, assessed to the Subcontractor.**
- H. SAFETY GLASSES (ANSI Z87.1) may be required to be worn 100% of the time on certain jobsites and also inside or around existing manufacturing facilities. Otherwise safety glasses are required to be worn per item "G" listed above. **Failure to do so may result in a \$500.00 fine for each violating employee, assessed to the Subcontractor.**
- I. HEARING PROTECTION shall be worn in areas where noise levels exceed 90 DBA, where exposure to 85-90 DBA exceeds (8) hours per day, or where posted. **Failure to wear hearing protection when required may result in a \$500.00 fine for each violating employee, assessed to the Subcontractor.**
- J. All workers must wear CLOTHING having adequate protection to the body. Sturdy work boots, shirts with sleeves and long pants must be worn. No sneakers, sandals, tank tops, cut-off shirts or shorts allowed. **Failure to be properly clothed may result in a \$500.00 fine for each violating worker, assessed to the Subcontractor.**
- K. Subcontractor must implement a RESPIRATORY PROTECTION PROGRAM per OSHA standards as required by their respective trades and working conditions in field. **Failure to do so may result in a \$500.00 fine for each day that sub does not conform to OSHA standards.**
- L. "HORSEPLAY" on the jobsite is strictly prohibited. No running on jobsites unless extreme emergencies warrant. Fighting on construction premises will result in immediate dismissal of employees, who shall be excluded from all DeVincenzo and Sons Inc. construction projects.
- M. Subcontractor shall provide FALL PREVENTION barricades, covers, rails, etc. to protect all roof, floor or wall openings, pits, holes, etc., that have resulted from their work performance. Unsafe conditions must be corrected immediately. **Failure to do so may result in a \$1000.00 assessment to the Subcontractor.**
- N. Subcontractors must provide FALL PROTECTION (harness/shock-absorbing lanyards, etc) as required for their employees where permanent or temporary fall prevention is not in place. **Failure to do so may result in a \$1000.00 fine assessed to the Subcontractor.**
- O. FIREARMS, ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS are not allowed on site. Personnel, vehicles and equipment are subject to search upon entering or leaving and while on the site premises. The use of alcohol beverages or the use and possession of illegal drugs during the workday, either on site, during breaks or lunch, or before work, is prohibited. Anyone caught using illegal drugs or alcohol, during any of these times is **subject to immediate termination or dismissal from the site indefinitely and a \$1000.00 fine may be assessed to the Subcontractor for each violating worker involved.**
- P. CAMERAS AND RECORDABLE DEVICES are not allowed unless approved through DeVincenzo and Sons Inc. project manager's office.
- Q. All subcontractors shall keep their respective areas clean and hazard free. HOUSEKEEPING will be done on a daily basis or more frequently if conditions warrant. **Failure to do so may result in a back charge to the Subcontractors involved for clean up directed by DeVincenzo and Sons Inc.**
- R. ALL TOOLS, whether company or personal, must be in good working condition. Defective tools must not be used and should be removed offsite (i.e. chisels with mushroom heads, hammers with split or loose handles, saws or grinders missing guards, etc.) **Failure to comply may result in \$500.00 fine assessed to the Subcontractor.**
- S. Ground Fault Circuit Interrupters (GFCI's) shall be used on all extension cords, electric tools and portable electric equipment powered from a temporary electric service or generator. Tools and equipment shall be inspected each week by a competent person for defects. If electrical power is used from permanent power system or existing building, the Subcontractor shall provide a GFCI system between his equipment and permanent power. Substitution of an "assured grounding program" in lieu of 100% GFCI protection requires authorization from DeVincenzo and sons Inc. and

compliance to OSHA 1926.404(b)(iii), i.e. written program, competent person, daily inspections, tests, etc. **Failure to comply may result in a \$500.00 fine assessed to Subcontractor.**

- T. PERMITS, written and properly authorized may be required for work of any type including welding and open flame, electrical “hotwork”, excavation, confined spaces, cranes, lockout/tagout, blasting, fire protection water, powder-actuated tool, etc. Check with DeVincenzo and sons Inc. for work permits required. **Failure to do so may result in a \$1000.00 fine assessed to Subcontractor.**
- U. Subcontractor must obtain HOTWORK PERMIT for all open flame work as required by the Project Superintendent/jobsite Safety Coordinator. During welding, burning, soldering, cutting, grinding, or using gas heaters or salamanders, adequate fire prevention precautions must be implemented, consisting of removal of flammables and combustibles, protection of adjacent areas, appropriate fire extinguishers or standpipes, and similar measures. If these are not employed, then a fire watch, equipped with an approved portable fire extinguisher is required during, and for a sufficient time after, the welding, burning, cutting or grinding operation. **Failure to comply may result in a \$1000.00 fine assessed to Subcontractor.**
- V. BURNING AND CUTTING EQUIPMENT shall be inspected daily before being used. All hoses and manifolds shall be removed from bottles and protective caps replaced at end of each day. **Failure to do so may result in a \$500.00 fine assessed to Subcontractor.**
- W. Crowfoot connections of COMPRESSED AIR HOSES shall be wired to prevent accidental disconnection. **Failure to do so may result in a \$500.00 fine assessed to Subcontractor.**
- X. LOCKOUT/TAGOUT procedures are in force and shall be followed to protect persons from injury due to inadvertent operation of power-driven equipment, opening of pipeline valves, or energizing of electrical circuits. Coordinate this procedure with DeVincenzo and Sons Inc. **Failure to do so may result in a \$1000.00 fine assessed to Subcontractor.**
- Y. ELECTRICAL “HOTWORK” is not allowed without written approval from DeVincenzo and Sons Inc. Proximity work to electrical equipment is also not allowed without written approval from DeVincenzo and sons Inc. **Failure to comply may result in a \$1000.00 fine assessed to the Subcontractor.**
- Z. Subcontractor shall provide its own LADDERS, which must be in accordance with OSHA and ANSI specifications. All ladders must be in safe conditions without broken or defective rungs, rails and hardware. No metal ladder shall be used in or around any electrical work. Ladders shall be secured top and bottom and extend three feet (3') past the walking surface. **Failure to comply may result in a \$500.00 fine assessed to the Subcontractor.**
- AA. SCAFFOLDING of all types shall be provided, erected and used in accordance to OSHA 20 CFR 1926, Subpart L. **Failure to do so may result in a \$1000.00 fine assessed to Subcontractor.**
- BB. CONFINED SPACES procedures are in force and require an entry permit from DeVincenzo and Sons Inc.. Confined spaces include manholes, vessels, duct work, etc., where such hazards as oxygen deficiency, hazardous gases, contamination, high temperatures, fire and difficulty in escaping are involved. **Failure to follow these procedures may result in a \$1000.00 fine assessed to Subcontractor.**
- CC. HAZARDOUS MATERIALS procedures are in force and protection of all personnel regarding acids, corrosives, flammables and toxics shall be per OSHA 29CFR 1926, subpart D (Hazard Communication). **Failure to follow these procedures may result in a \$1000.00 fine assessed to Subcontractor.**
- DD. ALL WARNING SIGNS, barricades and tags will be used to the fullest extent and shall be obeyed.
- EE. ALL EARTHMOVING AND COMPCION EQUIPMENT must have working alarm, horns, and protective devices in compliance with OSHA 1026.602 standards. **Failure to comply may result in a \$500.00 fine for each machine assessed to the Subcontractor.**
- FF. ALL TRENCHES/EXCAVATIONS shall be in accordance with OSHA 29CFR 1926, Subpart P with particular emphasis on excavations over 5'0”, and sloping requirements. “DIGSAFE”, utility

companies and facility owner must be notified for verification of utilities prior to digging. **Failure to do so may result in a \$1000.00 fine assessed to the Subcontractor.**

- GG.** ALL CONCRETE AND MASONRY CONSTRUCTION shall be in accordance with OSHA 29CFR 1926, Subpart Q, with particular attention to general requirements of construction loads, guarding of reinforcing steel to eliminate the hazard of impalement, personal protective equipment, fall protection for erecting reinforcing steel and limited access zone for masonry construction. **Failure to follow these procedures may result in a \$1000.00 fine assessed to the Subcontractor.**
- HH.** ROOFING WORK shall be performed in accordance with OSHA 19CFR 1926.500 (g) with special emphasis for provision by the roofing contractor of a motion stopping safety system, warning lines and safety monitoring system. **Failure to do so may result in a \$500.00 fine assessed to the Subcontractor.**
- II.** ALL CRANES shall have a current Certification Sticker by independent crane certification company, have a current maintenance log, required swing radius protection, and operators licenses where required. **Failure to comply may result in a \$1000.00 fine assessed to the Subcontractor who rents/leases/owns the crane.**
- JJ.** FLAMMABLE LIQUIDS shall be stored in approved metal safety cans and contents shall be labeled by NFPA standards. Indoor storage of flammable or combustible liquids shall not exceed 25 gallons unless stored in approved cabinets. **Failure to do so may result in a \$500.00 fine assessed to Subcontractor.**
- KK.** VENTILATION METHODS shall be provided by the Subcontractor whenever hazardous substances such as dusts, fumes, mists, vapors or gases are produced in the course of the Subcontractor's work. Provide fans, ducts or other means and exhaust substances to the outside. See OSHA 1926.57 for details. **Failure to do so may result in a \$1000.00 fine assessed to the Subcontractor.**
- LL.** SEXUAL HARRASSMENT, including verbally or physically offensive behavior on the jobsite, is prohibited. **Failure to adhere to this policy may result in a \$1000.00 fine assessed to the Subcontractor and the dismissal of the offending employee(s) from the jobsite.**
- MM** ALL OTHER SAFETY REQUIREMENTS, within OSHA regulations shall be complied with at all times by

Subcontractor/Vendors of any tier and their employees. **Failure of Subcontractor/Vendor to comply with or failure to promptly abate any violation of OSHA regulations, not otherwise herein listed, when requested by DeVincenzo and Sons Inc. may result in a \$500.00 fine assessed to the Subcontractor/Vendor for each incidence of occurrence or unheeded request.**

NOTE: These Basic Safety Rules and Regulations highlight some of the major components and requirements of DeVincenzo and Sons Inc. Safety Program. A complete Safety Program Manual will be made available with the Subcontract Agreement or upon request.

