

Safety Policy and Procedures

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Safety Policy and Procedures

1.0 Introduction

1.1 General Information

A Site-Specific Safety Plan is a requirement of the OSHA Standard for Construction 29 CFR 1926. This plan is designed to identify, evaluate, and control health and safety hazards for the purpose of protecting employees. The plan provides for emergency response activities at the jobsite as well as covering site hazard analysis, training requirements, engineering controls, materials handling, and safe construction operations.

This Site-Specific Plan is intended to provide guidance and information in dealing with the hazards that may be faced on the job by Mass Excavation, Inc. (Mass) employees. This plan is a site specific document. Technical, Contract and/or Operational Managers are responsible for ensuring all aspects of employee safety are addressed in this plan. Health and Safety personnel are available to assist management with the contents of the plan. The health and safety personnel help ensure the plan complies with all applicable federal, state, and corporate regulations and policy. The Health and Safety Department has final authority for this plan's contents and provisions.

1.2 Policy

Mass has a strong commitment to providing a safe and productive workplace. To this end Mass seeks to establish policies promoting high standards of employee health and safety while delivering to our customer the highest quality product. In keeping with this commitment Mass intends to maintain a positive Safety Program and a Substance-Abuse Program. Our employees conduct themselves and work in a safe manner with good construction practices.

Effective safety demands cooperation on everyone's part. It's important communication is kept open at all times. For this reason, Mass management practices an open-door policy. Employees who notice hazards or other safety problems or feel they need additional training must notify their supervisor. Supervisors and management address these concerns and take corrective action when warranted.

Responsibility for achieving our safety goals belongs to the site superintendent, supervisors, foreman, employees, and the safety office with the support of Mass management. Everyone is obligated to know the safety requirements and standards for their areas or job and abide by them. Supervisors must instill a positive attitude and awareness of the “safety culture” in their workers through personal adherence, training, personal contact, and regularly scheduled safety meetings. It’s the duty of all employees to perform their work with maximum regard for their safety and co-workers’ safety.

Our safety policies are an integral part of the Mass personnel policies. This means compliance with the policies is a condition of employment and must be taken seriously. Failure to comply with the Safety Program and Policy is grounds for disciplinary action up to and including termination.

1.3 Purpose

The purpose of this Site-Specific Safety Plan is to illustrate safety issues specific to the Alaska Cares jobsite. This site safety plan is consistent with the Safety Program and Policies located in the Mass Corporate Safety Plan.

This plan is intended to maintain a safe work environment and effectively reduce the number of accidents resulting in personal injury, property damage, and damage to Mass equipment.

This policy applies to all Mass employees. By contract, all subcontractors are required to comply with this policy in addition to their own safety program and policy.

This policy complies with applicable local, state, and federal laws concerning safety including 29 CFR 1926 and 29 CFR 1910. In the event a discrepancy exists between this policy and any applicable law, the provisions of that law govern.

This policy is made available in the following ways:

- A copy of this revised policy is made available to each newly hired employee in his/her new hire packet.
- A copy of this revised policy is available in the job site office.

- A copy of this revised policy is available upon request to the supervisor.

2.0 Scope of Project

2.1 Scope of the Work

The scope of civil work consists of mobilization, clearing and grubbing, site utilities, parking lot install, building pad excavation and backfill, finish grade, curb, gutter, and sidewalk. This work is required for the construction of a 28,000 square foot single story structure.

2.2 Site Location

Project Street/Location: East 48th Ave. and A St.

City: Anchorage State: Alaska Zip Code: 99503

2.3 Site Access/Traffic

Construction entrances are located off 48th Ave.

2.4 Temporary Facilities

Several pieces of excavation equipment, equipment trailers, de-watering tank and porta-cans.

2.5 Utilities and Power

Generator is used for temporary power and temporary lighting.

3.0 Health and Safety Responsibilities

The effectiveness and success of the safety program depends upon the active participation and cooperation of all employees. Duties and responsibilities of all employees under this policy are the following:

3.1 Safety Coordinator

- Coordinate health and safety training for management and supervisors.
- Coordinate monthly supervisor safety meetings.
- Coordinate jobsite safety audits.
- Maintain and revise the Safety Policy, Corporate Safety Manual, and Site-Specific Safety Plans as needed.

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- Maintain the jobsite postings and notices required by law.
- Ensure the proper filing of paperwork relating to accidents.
- Participate in post-accident investigations.
- Maintain all records and reports related to this policy.
- Implement Mass Safety Program and Policy.

3.2 Project Manager/Project Engineer

- Prepare the Site-Specific Safety Plan.
- Direct and coordinate health and safety regulations related to his/her area of responsibility.
- Participate in post-accident investigations.
- Assist in formulating policy matters.
- Implement Mass Safety Program and Policy.

3.3 Superintendent/Site Safety Representative

- Be familiar with the health and safety regulations related to area or responsibility.
- Direct and coordinate health and safety activities within area of responsibility.
- Ensure arrangements for prompt medical attention in case of serious injury. These arrangements include, at the very least: transportation, communication, and emergency telephone numbers.
- Ensure all supervised employees use required personal protective equipment (PPE) and safety devices.
- Ensure safety equipment is available, maintained, used, and stored correctly.
- Instruct and train all employees within area of responsibility in job health and safety requirements.

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- Direct correction of unsafe conditions.
- Conduct weekly safety meetings.
- In the case of an accident complete the Report of Occupational Injury or Illness.
- Participate in post-accident investigation.
- Review all accidents/incidents with foremen and employees involved. Ensure corrective action is taken immediately to eliminate the cause of the accident.
- Ensure foremen are aware of and comply with requirements for safe practices.
- Require all subcontractors to comply with health and safety regulations as well as Mass Safety Program and Policy.
- Maintain copies of applicable programs and OSHA forms on site, in accordance with Mass practices and policies.
- Implement Mass Safety Program and Policy.

3.4 Foreman/Front Line Supervisor

- Be familiar with, explain, and enforce health and safety regulations applying to Mass operations within areas of responsibility.
- Direct and coordinate health and safety activities within area or responsibility.
- Ensure safety devices and proper PPE are used by employees under supervision.
- Instruct and train all employees within area of responsibility in job health and safety requirements, including (but, not limited to) hazard recognition and avoidance. Also, foreman/front line supervisors must require compliance by employees with the established safety rules.

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- Direct the correction of unsafe conditions.
- Ensure safety equipment is available, maintained, used, and stored correctly.
- Ensure injuries are treated promptly and reported properly.
- Participate in post-accident investigations.
- Coordinate daily jobsite inspection.
- Implement Mass Safety Program and Policy.

3.5 All Employees

- Be familiar with and comply with proper health and safety practices.
- Use the required safety devices and proper PPE.
- Notify the supervisor immediately of unsafe conditions/-acts, accidents, and injuries.
- Implement the Mass Safety Program and Policy.

3.6 Subcontractors

By contract subcontractors comply with and ensure the compliance of their employees with the provisions of this policy as well as their own safety program. Failure to fulfill this requirement is a failure to meet the conditions of the subcontract.

3.7 Key Personnel

The following Mass personnel are key individuals for this jobsite.

Project Manager:	Mark Erickson
Safety Coordinator:	Kirk Waggoner
Superintendent:	Dan Erickson
Project Engineer:	Jeff Wasson

4.0 General Safety Procedures

4.1 Personal Protective Equipment (PPE)

Mass provides Personal Protective Equipment (PPE) to all employees. Hard hats, safety glasses, reflective vest, and safety work boots are required to be worn at all times when on the jobsite. Exceptions may be made to this PPE requirement only under an approved Mass work plan. Employees learn where to get PPE during their new-hire orientation and are responsible for wearing and maintaining the required PPE. Additional PPE may be required depending on the task and if there's a potential for exposure to hazardous conditions. PPE requirements are reviewed by the foreman. Employees are expected to use reasonable judgment regarding whether additional PPE (beyond the required) are necessary for certain tasks. If employees are unsure of the type of PPE required for a specific task or job, they should ask the supervisor.

4.2 Equipment Use and Operation

Equipment is used only for its intended use and as recommended by the manufacturer. Using equipment for purposes other than what it's designed for is prohibited.

Employees are prohibited from operating a vehicle in a reckless manner or at a speed greater than is reasonable and proper, with due regard for weather, traffic, character of roadway, load, type of vehicle, and any other conditions which may affect the safe operation of the vehicle. The vehicle must be kept under control at all times and special care is exercised when transporting personnel. Employees using Mass vehicles must sign and abide by Mass Vehicle Policy.

Employees may only ride equipment if there are seats or equal protection available for each person. Seatbelts are worn at all times while operating equipment with seats. No cell phone or ear bud use while operating equipment.

Equipment Use and Operator Qualification are located in **Section 11** of this SSSP binder.

4.3 Repairs

Employees are prohibited from making repairs, alterations, or attachments to equipment in the field except by the permission of the superintendent, foreman, or equipment mechanic. Only qualified personnel will perform repairs on equipment. Such repairs, alterations, or attachments are documented on the appropriate shop forms.

Employees are prohibited from removing a guard, safety device, or appliance from equipment or machinery except to make repairs as described in 4.1 first paragraph. While making repairs, employees use appropriate lockout/tagout procedures. When repairs are complete the guard, safety device, or appliance is replaced immediately.

4.4 Conduct

The following conduct is prohibited and may result in discipline up to and including termination:

- ◆ Horseplay and scuffling on the job.
- ◆ Making a false report or misrepresentation.
- ◆ Fighting.
- ◆ Violating the prohibitions of the Drug and Alcohol Policy (distributed to each employee in their new-hire packet).
- ◆ Dishonesty and theft of Mass property.
- ◆ Deliberate misuse of Mass equipment.
- ◆ Unnecessary risk taking.
- ◆ Violating or disobeying any instruction given by a supervisor.

4.5 Policy Violations

Employees committing policy violations other than those addressed in Section 4.0 may be subject to discipline up to and including immediate termination of employment.

4.6 Consequences for Policy Violations

The following consequences apply to all employees found to have violated this policy. Any foreman, supervisor, or official of management, as soon as becoming aware of any such failure, ensures the following action is taken:

Stage 1

A formal verbal warning may be given to the employee by the immediate supervisor, along with a warning that this is the first stage in the disciplinary procedure and any repetition within one month will lead to the second stage in the procedure.

Stage 2

If the offense(s) addressed in Stage 1 is repeated and/or continued or a more serious offense committed, the employee may be given a formal written warning, setting out the details of the offense(s) and stating if the offense(s) is (are) repeated within one month the third stage in this procedure will be invoked. In addition to the written warning the employee is suspended—without pay—for a period of one day. Upon returning to work the employee must undergo additional formal training in the area of the offense(s) before being permitted to work. This is to prevent injury to the employee or co-worker.

Stage 3

If an offense written up under Stage 2 is repeated within three months, the employee may be terminated. An employee so terminated is ineligible for rehire for 24 months.

Depending on circumstances, Mass reserves the right to bypass, duplicate, or alter any stage of the recommended disciplinary procedures described above.

5.0 General Jobsite Procedures

5.1 New-Hire Orientation

New-hire orientation may consist of, but is not limited to, the following:

- A. Have the employee read the new-hire packet which includes this policy and the Drug and Alcohol Policy. Answer any questions the new hire may have about these policies and request a signature on the Statement of Understanding.
- B. Return all forms to the Mass office as indicated on the first page of the new-hire packet.
- C. Orient the employee to the jobsite indicating the location of the Safety Center, SDS book, emergency facilities, portable fire extinguishers, first-aid station, emergency phone numbers, public notices, EEO, and any jobsite specific information.
- D. Explain the injury and accident policy.
- E. Review the written hazard communication program. Discuss hazards, container labeling, and the use of protective equipment.
- F. Explain the emergency response plan for catastrophic events such as fire, explosion, etc.
- G. Issue PPE as required for the job.

5.2 Training

Training and education are necessary for the success of this policy. Employees are trained to recognize jobsite hazards and the procedures to follow to minimize these hazards. Training may consist of (but is not limited to) the following:

- Weekly jobsite safety meetings.
- Orientation training for new hires.
- Individual job/task training, including the applicable regulations/standards for the specific job/task.

Supervisors and management receive ongoing safety training throughout the year as organized by the Safety Coordinator and as deemed necessary by Mass owners. Such training includes the maintenance of first-aid and CPR cards.

Training and competent person documents are located in **Section 9** of this SSSP binder.

5.3 Safety Meetings

Weekly safety meetings are held on the jobsite. All employees and subcontractors are required to attend. The meetings may cover a range of safety-related topics. The format and content of the meeting is up to the discretion of the superintendent.

Monthly safety meetings are held for all foremen, superintendents, project managers, project engineers, Mass owners, and other management personnel. These meetings are for the purpose of discussing companywide safety issues and providing continued safety training and education.

Safety meeting documents are located in **Section 9** of this SSSP binder.

5.4 Safety Inspections

The superintendent and foreman conduct an initial safety inspection at the beginning of each project, following the “Safety Inspection Guide” included in the site-specific safety plan. In addition, a daily safety inspection of the jobsite is conducted by Mass employees, employees of a subcontractor, or some combination thereof. The inspection is rotated between all workers on the jobsite. Inspection sheets covering different aspects of safety were developed for each day of the week. The sheets are intended as a guide. Any safety concern found

during the inspection is reported. If a worker is unclear about any item on the inspection sheet, a Mass foreman or safety officer helps. If the area being inspected requires a **competent person**¹, the employee conducts the inspection with the competent person. Also, if time allows, the foreman for the worker conducting the inspection is encouraged to walk through it with them.

Safety inspection documents are located in **Section 8** of this SSSP binder.

5.5 Hazard Communication

Mass developed a written hazard communication plan. It's explained to each employee during the new-hire orientation.

This plan is located in the site-specific safety plan appendices and is available upon request to the superintendent. The purpose of the hazard communication plan is to provide employees information on the chemical and physical hazards that may be present at the jobsite.

The Hazard Communication Plan is detailed in **Section 7** of this SSSP binder.

5.6 Job Hazard Analysis

A job hazard analysis may be developed covering the major activities of construction, the hazards associated with these activities, and ways to mitigate these hazards.

The Job Hazard Analysis Procedures and forms are detailed in **Section 6** of this SSSP binder.

¹ Areas requiring a competent person are hearing protection, rigging, hot work on preservative coatings, scaffolds, fall protection, cranes, hoists, excavations, concrete work requiring lift-slab operations, steel erection, underground construction, demolition, blasting, stairways and ladders, accident prevention responsibility, ionizing radiation, welding and cutting, tunnels and shafts, cussions, cofferdams, compressed air, bolting, riveting, fitting up and planking, lead, mechanical demolition, respiratory protection, slings, electrical, and asbestos.

5.7 Housekeeping

Housekeeping is one of the most important factors for a safe jobsite. All unused materials and debris shall be cleared from work areas, passage ways, and stairs. Excess materials are stacked neatly out of the way. Tools should be stored in the tool van so they are available for all employees to use and tool storage areas cleaned on a regular basis.

Foreign object and debris (FOD) is a significant concern in nearby occupied space and construction areas. It's extremely important to keep all trash and debris contained at this site. Housekeeping will be strictly enforced.

5.8 Electrical Safety

Electrical safety may consist of, but is not limited to, the following:

- Live electrical parts are guarded against accidental contact by cabinets, enclosure, location, or guarding.
- All receptacles not part of the permanent wiring of the building are equipped with GFCI receptacles at the temporary service drop.
- Extension cords are kept in safe, working condition.
- All lamps for general illumination have the bulbs protected against breakage. All light sockets are filled with a working bulb.
- Employees will not work in such close (able to contact) proximity to any part of an electric power circuit unless the circuit is de-energized, grounded, or guarded by insulation.
- De-energized equipment or circuits are locked out and tagged out. The tags identify the equipment or circuits being worked on.

5.9 Tools

Mass provides tools for employees to use. These tools meet applicable OSHA standards for safety. Only trained employees are allowed to use such tools. The safe use of tools may consist of, but is not limited to the following:

- Unsafe or defective tools are removed from service and tagged out.
- Power tools are turned off and motion stopped before setting down.
- Tools are disconnected from the power source before changing drills, blades, or bits and before any repair or

adjustment is made. Running tools are not left unattended.

- Power saws, table saws, and radial arm saws have operational blade guards installed and used.
- Portable abrasive grinders have guards installed covering the upper and back portions of the abrasive wheel.

5.10 Excavation and Trenches

Excavation and trenching are done in the presence of a competent person and in compliance with, but not limited to, the following procedures:

- Any excavation or trench five feet or more in depth is provided cave-in protection through shoring, sloping, benching, or the use of hydraulic shoring, trench shields, or trench boxes. Trenches less than five feet in depth and showing potential of cave-in are also provided cave-in protection. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- A competent person inspects each excavation/trench daily prior to the start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
- An exit is provided in trenches four feet or more. The exit(s) is/are within 25 feet of any employee in the trench.
- Spoil piles and other equipment are kept at least two feet from the edge of the trench or excavation.

The Excavation Plan is detailed in **Section 10** of this SSSP binder.

5.11 Confined Space Entry

It is the policy of Mass Excavation to ensure the safety of all personnel during the completion of work in NPCS or PRCS. Company policy establishes the minimum standard for ensuring acceptable entry conditions that will protect all personnel who may enter a confined workspace, which includes compliance with applicable State and Federal safety regulations.

If Confined Space Entry becomes necessary on the project, refer to the **Section 15** of this SSSP.

5.12 Ladders

Ladders are inspected during the weekly inspections to identify any unsafe conditions. Any ladders found to be unsafe are taken out of service. Extension ladders extend three feet above the work surface and are 100 percent tied off. Step ladders are only used in the open position. Ladders are stored lying down.

5.13 Illumination

Construction areas, aisles, stairs, ramps, runways, corridors, offices, shops, and storage areas where work is in progress are lighted with either natural or artificial illumination.

5.14 Motor Vehicles and Mechanized Equipment

Vehicles and equipment are only operated by qualified persons (training or experience). The Safety Department maintains equipment training logs. Employees operating Davis-owned vehicles must sign and abide by Mass Vehicle Policy.

All equipment operators are responsible for checking, on a daily basis, all fluid levels, drive and lift components, hydraulics, and back-up alarms. In addition, operators visually inspect the engine and look for structural breaks and cracks on the machine. Any and all deficiencies must be reported to a supervisor immediately. When equipment is stopped or parked, parking brakes are set and other safety precautions are taken as required for the type of equipment, such as placing the bucket on the ground. Keys shall be removed from equipment at the end of each shift.

5.15 Traffic, Barricades, and Flagging

The worker/vehicle interface is a recognized hazard. The project must address this exposure by identification of designated walk routes, cross walks, and vehicle access points.

Traffic flow and staging of materials will need to be coordinated to minimize impacts to the project construction activities.

Traffic control plans shall be in place before any work in roadway starts. Flaggers used on roadways must be certified and wear proper PPE.

Barricades, flagging, and/or fencing shall be installed at open excavations, paths, and trails leading into the job and must be removed by the group completing the work as soon as it is safe to do so.

5.16 Severe Weather

Outside construction operations including, but not limited to, steel erection, site work, and concrete work are suspended if severe wind or rain conditions present safety hazards at the worksite. Ice and snow hazards are evaluated and appropriate measures taken to abate potential hazards.

5.17 Accidents

All accidents and near misses must be reported immediately to the foreman or superintendent. An accident report is then filled out by the employee and the supervisor. Filling out an accident report does not require the delay of medical attention. Any injury is treated first. Employees file such reports without fear of reprisal by management.

The accident or incident may be discussed at weekly safety meetings or in the Safety Alert to talk about how to avoid that sort of accident in the future.

Accident Prevention and Investigation Procedures and documents are located in **Section 5** of this SSSP binder.

5.18 First Aid

First-aid kits are available in the project office, at the safety center and other locations as indicated during orientation. In addition, foremen and superintendents maintain current first-aid and CPR cards.

5.19 Fire Protection

Mass maintains one or more fire extinguishers (rated not less than 2A) every 3000 square feet of building area, or every 100 feet. In multi-story buildings one or more fire extinguishers rated not less than 2A are provided on each floor and adjacent to the stairway(s). All trucks and equipment are fitted with portable fire extinguishers. Employees are instructed on the location and usage of these fire extinguishers. Emergency telephone numbers for fire protection and emergency medical services are posted on the field office bulletin board.

The Fire Prevention Plan is located in **Section 3** of this SSSP binder.

5.20 Emergency Action Plan

Each jobsite develops an emergency action plan that's reviewed with each employee during orientation. The emergency action plan covers emergency escape procedures, procedures followed by employees remaining to operate critical operations before they evacuate, procedures to account for all employees, rescue and medical duties, and how to report emergencies.

The Emergency Action Plan is located in **Section 3** of this SSSP binder.

5.21 Environmental Protection and Spill Control

All equipment using hydraulic hoses and cylinders are inspected on a regular basis and furnished with absorbent pads and other spill recovery materials to mitigate discharges to the environment in case of equipment failure. All workers will be trained on measures to control and prevent accidental discharge during storage and transfer. Any onsite storage is in approved containers. Absorbent pads and other recovery equipment is available to contain and recover any fuel accidentally spilled. Any spills and contaminated soils are cleaned and disposed of in accordance with applicable requirements of the State of Alaska Department of Environmental Conservation and the US Environmental Protection Agency.

The Environmental Protection Plan is located in **Section 4** of this SSSP binder.

6.0 Safety Program and Policy Limitations

The provisions in this policy reflect decisions made by management and are not required to be approved by employees. It's impossible to anticipate every circumstance or question about policy and include them all in this safety program and policy. Also, as time goes by, the need for revisions will arise and Mass reserves the right to revise, supplement, or rescind any portion of this policy at its discretion at any time with or without notice.

This revised policy replaces all prior Mass safety procedures and policies. To avoid confusion, please discard superseded copies.