

# Safety Overview for Contractor Personnel

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**Special points of interest:**

- What to do in an emergency
- Where Material Safety Data Sheets can be found
- Fall protection measures
- What protective clothing is required on-site

## Compliance Requirements

A&M Construction requires each of its employees and subcontractors to understand and comply with all safety and health standards set forth by OSHA 29 CFR 1926 and the A&M Construction Safety and Health Program. Each subcontractor should have a written Injury and Illness Prevention Plan, and compliance with owner companies' safety and health policies and procedures is also required.

A&M Construction's Safety and Health Program follows OSHA standards in terms of safety; however, it also incorporates policies and procedures geared toward general contractors and project sites.

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## Initial and On-Going Training

Contractors are required to attend an initial job site safety training session that will cover project-specific safety policies and procedures.

This training session will also cover logistics issues such as parking, location of break and smoking areas, contractor entrance, location of Material Safety Data Sheets (MSDS), and any special requirements such as equipment storage, cleaning, and material movement. Contractors will also be given an overview of the owner company's production scope and schedule, as well as any special hazards.

Safety training in the form of Tool-Box

Talks will be conducted at least every ten days by either the Project Superintendent or the subcontractor foreman. If the subcontractor conducts their own Tool Box Talk, a copy of the attendance sheet with the topic, date and subcontractor company listed will be forwarded to the Project Superintendent for training documentation.

Subcontractor personnel must provide to A&M Construction training certificates and licenses for any specialized work including, but not limited to, confined space entry, respirators, powder actuated tools, fire extinguishers, etc.

**Material Safety Data Sheets (MSDS) provide such information as company identification, hazardous ingredients, physical and chemical characteristics, fire and explosion hazard, reactivity, health hazard, special precautions, and control measures.**

## Hazardous Material

Oftentimes toxic, corrosive or flammable chemicals can be found at a construction site. Contractors will be notified of any potential fire, explosion or toxic hazards pertaining to their specific work upon issuance of a Safe Work Permit.

As a general rule, for protection from injury, avoid skin contact with any chemical (liquid or powder) and avoid inhalation of chemical fumes, dusts, or mists.

Contractors must supply MSDSs for any chemicals they will be using in the course of their work (i.e., solvents, welding rod, cements, cleaners, etc.). The MSDSs for these will be kept in the central MSDS file until the material is removed from the site. See the A&M Construction Project Superintendent prior to entering the job site to find out where copies of these MSDSs will be kept for this project. If there is a job trailer on site, MSDSs will be kept in the trailer.

## Emergency Procedures and the Evacuation Rally Point

**In case of emergency, call 911 or the posted fire/rescue emergency number for the emergency response team.**

In case of fire, pull the nearest fire alarm and/or use a fire extinguisher. Under **NO** circumstances should an employee endanger themselves or others in trying to fight a fire. **Your safety is more important than a building.**

Should an evacuation become necessary, construction personnel

should immediately exit the building and report to the designated evacuation rally point. This rally point will be identified at the initial job site training session and annotated on the A&M Construction Job Site Emergency Plan.

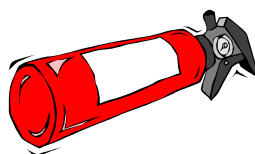
Construction personnel will not re-enter the building until directed to do so by the A&M Construction Project Superintendent or the owner company's Safety Manager.

**► In an emergency, dial 911 and evacuate to the designated contractor evacuation rally point.**

## FIRE EXTINGUISHERS

Contractor personnel should be trained in the use of fire extinguishers prior to entering the construction area. A record of this training should be forwarded to A&M Construction. The fire extinguishers typically used in the construction area are multipurpose "ABC" fire extinguishers and can

be used on all types of fires except for Class "D" fires (metals).



Multipurpose "ABC" fire extinguisher

When using a fire extinguisher, remember the "PASS" word:

**P: PULL** the pin of the canister

**A: AIM** low at the base of the fire

**S: SQUEEZE** the trigger

**S: SWEEP** the nozzle from side to side.

## Drug and Alcohol Policy

**Drugs and alcohol are not permitted on any A&M Construction job site. If a contractor is suspected of being impaired by drugs (illegal or prescription) or alcohol, they will be asked to leave the premises.**

**Under no circumstances will personnel safety be compromised due to alcohol or drugs.**

## Safety Inspections

Workplace safety inspections will occur periodically. These inspections will be conducted by the A&M Construction Project Manager, Project Superintendent, Safety Manager or their designated representative. Inspectors will look for such things as proper use of personal protective clothing and equipment, general housekeeping and cleanliness, and proper use of materials, tools, and equipment.

While the Project Superintendent has overall responsibility for correcting

## Hazard Warning Labels

Hazard warning labels are designed to convey information quickly to personnel. The National Fire Protection Agency (NFPA) hazard-warning label system is common. This label is made up of four colors with either numbers or letters in the colored areas. The following is a guide to these colors and numbers.

<u>COLOR</u>	<u>MEANING</u>	<u>NUMBER</u>	<u>MEANING</u>
Blue	Health	0	Minimal Hazard
Red	Flammability	1	Slight Hazard
Yellow	Reactivity	2	Moderate Hazard
White	Specific Hazard	3	Serious Hazard
		4	Severe Hazard

all unsafe workplace conditions and procedures, **all employees, including contractors and subcontractors, have the authority to correct unsafe workplace conditions and procedures immediately. If action is taken, it will be reported to the Project Superintendent as soon as possible.**

Corrections will be documented in the site log in order to prevent recurrence.

**Each company or contractor has the responsibility to make sure all employees follow safety and health rules and any specific or special rules of the job site.**

## Tools

Many types of tools are used in a construction area. Tools can be company-provided or your own personal tools. However, if you bring your own tools, you are responsible for their security. Neither A&M Construction nor the owner/client will be liable for any loss of or damage to personal tools.

Damaged or malfunctioning tools, whether personal or company-provided, will be placed out of service by the Project Superintendent.

Powder-actuated tools require current training certification to be on file with A&M Construction prior to use on a job site.



Electrical-powered hand tools are to be UL approved with three-wire grounded plugs or double insulated. Extension cords must be of the three-prong grounded type and must not be frayed, damaged or altered in any way.

## Ladders and Scaffolds

Metal ladders are NOT permitted at any A&M Construction job site. Only Type I or IA ladders are permitted on site.

Contractors are to supply their own ladders.

All ladders and ladder usage must conform to OSHA standards. Contractors must use the three-point contact rule (one hand, two feet; two hands one foot) when on a ladder. Work should be arranged so employees are able to face the ladder; under no circumstances should an employee work with their back towards the ladder.



Do not carry material or tools while going up or down a ladder; use a tool belt or a hand line attached to the top of the ladder. Extension ladders must be equipped with safety feet and a rope for tie-off. Ladders must be in good condition with no missing or broken rungs or side rails.

All step ladders must sit securely on the ground. Proper bearing surfaces and

proper angles are to be used when securing a ladder. Step ladders must only be used as designed and must never be leaned against a wall for use.

On all ladders, only step on those rungs designated for use by the manufacturer — never use the top rung or step. Only straight ladders can be used to climb on to roofs or higher platforms; the ladder must extend at least three feet (36 inches) past the roof line or platform to provide a safe entry/exit point. Never use a ladder as a working scaffold platform or to carry other equipment.

Scaffolds must be in good condition, with proper and secure footings, and be able to withstand weight four times the maximum intended load. Toe boards and guardrails are required above 10 feet. All planking is to be scaffolding grade and properly laid down with 12" overlap in the middle and 6" overhang at the ends; scaffolds must have end cleats to prevent shifting. All scaffolding must meet OSHA

requirements and be erected under supervision by a competent person. Scaffolds must be tied off when the height is more than three times the smaller base dimension. Blocking is not permitted.

Any damage to a ladder, scaffold or other supporting structure should be reported to the Project Superintendent immediately and the equipment taken out of service until repaired or replaced.

These are minimum standards and guidelines and should not be considered all-inclusive or complete. Refer to OSHA Standards for Construction (29 CFR 1926) for more in-depth safety guidelines.

- ▶ Use the three-point contact rule on ladders.
- ▶ Use toeboards and guardrails on scaffolds.
- ▶ Metal ladders are NOT authorized for use.
- ▶ Falls are a leading cause of injury and death in the construction industry. Don't become a statistic!

## Fall Protection

OSHA regulations require personal fall protection measures for the contractor where the work being performed is higher than six (6) feet and there is potential for falling.

Fall protection consists of such things as a personal fall arrest system (harness and tie-off), warning line system, safety monitor, guardrails, and safety rails.

No work should be started before a fall hazard assessment has been conducted and the proper fall protection employed.

If a personal fall arrest system is used, you must be tied off to a secure anchorage that will hold up to 5,000 pounds (per person). A personal fall arrest system

must be used on scaffolds higher than 10 feet and other surfaces higher than 6 feet.

When performing roofing work, there are a few instances when a personal fall arrest system will not work. At these times a safety monitor MUST be utilized, as well as safety rails and warning line systems. Safety monitors must ensure employees perform their work safely. They CAN NOT perform any tasks that interfere with the job of being safety monitor. The safety monitor must be on the same working level as employees and be within talking distance.

Holes, defined as a gap or void of two (2) inches or more in dimension in a floor, roof or other walking/working

surface, must be protected and/or covered when not in use.

A warning line system, consisting of ropes, wires or cables and supporting stanchions shall be erected around all sides of roof work areas and not less than six (6) feet from the roof edge when mechanical equipment is not being used.

This is a simple overview of fall protection guidelines. Subcontractors should refer to OSHA Standards for Construction (29 CFR 1926) for more in-depth fall protection requirements. A&M Construction takes fall protection seriously. Any subcontractor who does not comply with OSHA's fall protection standards after receiving due warning will be asked to leave the job site.

## Personal Protective Equipment and Clothing

Subcontractors are expected to provide personal protective equipment and clothing required for their scope of work.

**A&M Construction requires that hard hats and safety glasses be worn AT ALL TIMES in the construction area.**

While A&M Construction will provide hard hats and safety glasses to visitors, contractor personnel are expected to provide their own.

Face shields and/or goggles will be worn when there is danger of flying particles or corrosive materials. Face shields, goggles, and other protective equipment will also be utilized at all times when welding, grinding, or engaged in similar tasks.

Steel-toe work boots are required in the construction zone for most trades.

Many hand injuries can be avoided by using gloves. Subcontractors are required to wear appropriate hand protection for the job they are performing.

If respirators are required for their scope of work, contractors must be medically fit, clean shaven, have been fit tested, and properly trained in the use and care of their respirators prior to use on-site.

Contractors must supply letters of certification for those employees who are required to wear respiratory protection. If an employee has not been fitted and trained, they are not

allowed to wear a respirator. All use of respirators must meet the OSHA requirements for respirator use. A&M Construction and/or the owner has final judgment on the minimum requirements of respiratory protection.

If there is any question regarding personal protective equipment and clothing in the construction area, ask the A&M Construction Project Manager, Safety Manager, or Project Superintendent.

A Notice to Comply will be issued to any contractor who repeatedly violates A&M Construction's personal protective equipment and clothing standards. Those who continue to be in noncompliance will be asked to leave the property.

## First Aid and Injury Reporting

All injuries, no matter how slight, must be reported. A&M Construction maintains first aid kits on site. If you use an item from the kit, it is important that you fill out a First Aid Report Form (located near the kit or with the Project Superintendent). Once you complete the form, give it to the A&M Construction Project Superintendent. For more serious injuries, an Accident Report Form will be filled out by the Project Superintendent or Safety Manager.

In the event of serious injury or sudden illness, the first responder

should call 911 or the emergency number listed on the Job Site Emergency Plan immediately. Know where you are calling from so that you can inform emergency personnel and minimize response time. Following this notification, remember the "ABCs" of first aid:

**A: Airway**—Ensure the patient has an open airway.

**B: Breathing**—Mouth-to-mouth resuscitation may be necessary.

**C: Circulation**—Control severe bleeding.

**DO NOT MOVE OR ATTEMPT TO MOVE A VICTIM IF YOU SUSPECT A NECK, HEAD, OR BACK INJURY.**

Unless immediate action is necessary, monitor the victim and wait for emergency personnel to arrive.

## Fire Protection

Any person discovering a fire is to activate a plant alarm station and evacuate. The contractor must inform the evacuation coordinator of the location of the fire.

Do NOT put yourself in danger by trying to put the fire out without the proper tools or training.

Any hot work requires a safe work permit and a designated fire watch. Fire watch personnel are prohibited from having additional duties during the time of their fire watch responsibilities.

Furthermore, the designated fire watch is required to stay at the location until 30 minutes after the hot work has been completed.

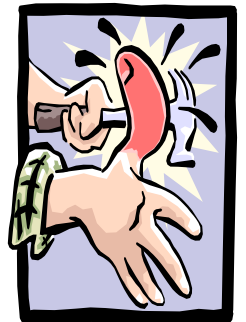
**ALL INJURIES,**

**NO MATTER**

**HOW SLIGHT,**

**MUST BE**

**REPORTED.**



If you cannot perform the duties of a fire watch or if you observe improper fire watch procedures, inform the Project Superintendent immediately.

## Electrical Safety

Electrical safety is critical in a construction area. Contractors should never rely on drawings for the exact location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.).



**Only use three-prong grounded electrical cords.**

All electrical tools must be UL approved with three-wire grounded plugs or UL approved double insulated.

Lockout/tagout procedures will be utilized at all times. Do not begin work prior to obtaining the required safe work permit.

Disconnecting switches and circuit breakers

must be labeled to indicate their use or equipment served.

Electrical cords must not contain splices. Exposed wiring and cords with frayed or deteriorated insulation must be repaired prior to use or replaced. The grounding conductor on all cords must be identified with No. 2 wire adapters. Wiring must not lie on floors near or in water or where it could be subject to physical damage. Cords should be taped down or blocked if they present a trip hazard.

Ground fault interrupters must be used by all outside contractors.

## Dust Inhibiting Practices for Demolition and Construction

All cutting and breaking up of concrete will use wet methods to minimize dust. Close construction corridors whenever concrete is being pumped.

During transport for disposal, dusty or dust-prone materials should be covered. This includes covering the ends of ductwork and sheetrock wallboard.

Durable shrouds should be utilized at all times on the perimeter of the construction area. Shrouds should also be considered

when transporting raw materials, finished goods or in-process materials throughout a facility during construction.

Seams and interfaces should be sealed to prevent contamination. Openings in common walls between the construction area and on-going work areas will be sealed floor to roof.

Common corridors will be dry mopped as required two to four times per day. Common corridors may

receive a wet mop if floors are spoiled from contractors entering from the outside.

Inside the main construction area, all debris will be removed daily to Dumpsters outside the building. Sweeping with a dust preventive compound will be done at the end of every work day.

Good housekeeping practices will be maintained at all times in the work area.

## First Aid for Chemical Burns

If skin contact with a corrosive or toxic chemical occurs, flush and wash **immediately** with water for 15 minutes.

If eye contact with a corrosive or toxic chemical occurs, flush **immediately** with water for 15 minutes, rinsing the lid from the inner corner of the eye outward. See a physician for further treatment.

If clothing is contaminated with corrosive or toxic chemicals, remove clothing **immediately** while showering. Do not put contaminated clothing back on until it is thoroughly cleaned.

If inhalation of chemical fumes occurs, evacuate the area **immediately** to a fresh

air location. Do not remain in a fume-laden area or let others enter it.



**Flush eye thoroughly for at least 15 minutes, rinsing from the inner corner of the eye outward.**

Seek medical attention according to jobsite emergency procedures. Report all injuries, incidents, and near misses to the Project

Superintendent **after** seeking medical attention.