



**WELLS CONCRETE**

# Construction Services Safety Program





## Table of Contents

Management Statement	1
Safety Director Responsibilities	2
Supervisor Responsibilities	3
Guidelines for Supervisors in Accident Reporting	4
Guidelines for Accident Interviews	5
Accident Investigation Report	6
Employee Responsibilities	7
Subcontractor & Vendor Responsibilities	8
Safety Rules	9-24
Fall Protection Plan	25-28
Right to Know Hazard Communication Program	29-30
Right to Know Training Manual	31-34
Discipline Policy	34

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# Management Statement

Construction Services recognizes the employees as the backbone of our organization and our most important resource. Management has every desire to provide for its employees a safe working environment. With this in mind, management will provide all reasonable safeguards to ensure safe working conditions and will NEVER compromise safety for the sake of production.

Management, supervision, and employees are responsible for maintaining, promoting, enforcing, and participating in the company safety program. Working safely is not an option at Construction Services; it is a condition of employment.

The joint cooperation of employees and management in observance of this safety program will provide safe working conditions and accident-free performance and will be to the mutual advantage of all.

Each and every one of us must incorporate safety into everything we do – our existence depends on it.

A handwritten signature in cursive script that reads "Jesse Hiller". The signature is written in black ink on a white background.

Jesse Hiller  
Vice President

# **Safety Director Responsibilities**

The Safety Director is assigned to administer and coordinate the Construction Services Safety Program. Construction Services will designate a person to assume the following:

1. Assemble and communicate loss and safety information to the superintendents, management, and employees.
2. Assure that all first report of accidents are processed and submitted to the appropriate agencies.
3. Periodically conduct safety audits of job sites and take necessary corrective actions to eliminate all unsafe acts and/or conditions. Provide results of audits to supervision so they may be reviewed and discussed at safety meetings.
4. Provide job supervisor with appropriate material for conducting weekly safety meetings.
5. Periodically attend supervisor's weekly safety meetings to evaluate effectiveness.
6. Coordinate the training and orientation of all new employees.
7. Oversee investigation of all accidents and near misses.
8. Interface with agents and insurance company representatives as well as representatives of OSHA.
9. Supply resources and provide information on applicable safety regulations.

# Supervisor Responsibilities

Supervisors will actively support and participate in the safety program. They will understand, communicate, comply with, and monitor safety performance. Supervisors will be committed to safe work practices and insist on compliance with all safety rules, policies, and procedures. Enforcement of all safety rules rests with the site supervisor.

Supervisors will be held responsible for their employees safe work practices. They will see that equipment and property is maintained for the safety of their employees and the public.

Other responsibilities include:

- Oversee weekly safety meetings. Document what was discussed and those in attendance.
- Conduct daily inspections of site for safety violations and hazardous conditions.
- Correct unsafe conditions when discovered.
- Be knowledgeable of safety regulations pertaining to each job.
- Ensure all necessary safety equipment is available to employees and it is used correctly.
- Conduct accident investigations and coordinate efforts to prevent reoccurrence.
- Responsible for training /orientating of all new employees and visitors on their projects or jobsites under their control

# Guidelines for Supervisors in Accident Reporting

An injury on the job that is serious enough to require first aid must be reported to your supervisor. All accidents will be investigated and corrective action taken to prevent recurrence.

The primary purpose of an accident investigation is to gather information about and develop a solution to the problem so that it doesn't happen again. A secondary reason may be to gather formal documentation in the event of litigation. Unfortunately, many investigators, purposely or otherwise, add a third purpose – to lay blame. Professional accident investigation is *fact* finding, not *fault* finding.

Fact finding is the heart of accident investigation, and it must be carried out thoroughly. Always find out Who, What, When, Where, How, and Why. Insist on specific information. Talk to everyone with any possible involvement – witnesses, supervisors, friends of the injured, equipment manufacturers. A photograph of the accident scene can be very valuable in the course of your investigation. Keep an open mind before, during, and after each accident investigation. If you fail to remain open to all possibilities, you defeat the purpose of the investigations – to develop and implement appropriate solutions that will prevent the problems from recurring.

# Guidelines for Accident Interviews

- Show concern for the employee's injury, no matter how minor it is.
- Explain why the investigation is necessary.
- Use a friendly approach.
- If possible, discuss the accident at the scene.
- Get the injured employee's story before asking questions.
- Check your understanding of the story.
- Listen carefully. Avoid interruptions.
- Use tact in clearing up discrepancies in the employee's story.
- Avoid sarcasm, blame, and threats.
- Discuss ways to prevent recurrence of the accident.

## **Accident Investigation Reporting**

- Field Supervisors are to get the First Report of Injury form filled out as soon as possible after an accident or injury, and forward the FROI form and any other pertinent information / notes /photos to the Safety Director for follow up on the incident.
  
- This is to occur immediately after attending to any injured and before resuming any normal activities.
  
- The requirement also applies to all subcontractors or vendors under the control of Construction Services supervisors.

# Employee Responsibilities

Company policy requires that employees always act with the utmost regard for the safety of themselves, other employees and the public.

Your cooperation is necessary for the protection of yourself and others. It is important that you follow safety rules and take no unnecessary chances. Use all safeguards, safety equipment provided, and make safety a part of your job.

In case of injury, please report promptly to your supervisor and get first aid or medical help without delay. If you see any hazardous conditions, please report it so it can be corrected. Your safety suggestions will be sincerely appreciated.

Safety is a condition of employment. All employees are responsible for complying with safety rules, practices, and procedures. This includes maintaining property and equipment as well as promoting good housekeeping practices.

Safety rules of Construction Services are included in this program document.

## **Subcontractor and Vendor Responsibilities**

Company policy requires that subcontractors and vendors always act with the utmost regard for the safety of themselves, other site participants and the public.

All Safety rules and requirements for Construction Services will be followed by subcontractors and vendors of Construction Services controlled jobsites.

# Safety Rules

## Introduction

The following safety rules have been adopted to provide a safe work place and ensure safe work practices are adhered to on all Construction Services projects. Employees are required to keep this book throughout their employment. Each employee is required to study, obey, and frequently review all rules applicable to the jobs they perform.

## General Rules

- All Injuries or accidents that result in personal injury or damage to property, no matter how small, must be reported to your supervisor immediately.
- Report all unsafe conditions to your supervisor.
- Supervision is responsible for the safe work practices of their employees.
- Employees shall not engage in horseplay or practical jokes.
- Construction Services prohibits any possession, sale, transfer, or use of alcohol or illegal drugs on Company property, any employee from working under the influence of alcohol or illegal drugs; and the illegal use of prescription drugs. Employees reporting for work under the influence of such mentioned substances will result in disciplinary action, up to and including termination of employment. The Substance Abuse policy in the Handbook will be followed. Employees should notify Human Resources when prescription medications are being used that may affect their ability to work safely.
- All job sites are to be maintained in a safe, orderly condition. Housekeeping is everyone's responsibility. Any housekeeping issue that poses a risk to employees or the public is to be corrected immediately.

## **Ergonomics**

- An employee shall obtain assistance in lifting heavy objects, or shall use power equipment.
- When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.
- When two or more persons are carrying one object, each employee, if possible, should face the direction which the object is being carried. (Avoid strains from lifting objects by being sure of footing, bending the knees and keeping the back almost straight. When ready to lift, straighten legs slowly, thus placing the strain on the stronger muscles of the body.)

## **Personal Protective Equipment**

- Safety toed boots are required.
- Hard hats are required.
- Safety Glasses are required.
- Personal protective equipment such as face shields, respirators, ear plugs, harnesses, welding jackets and gloves shall be worn when job conditions present hazards dictating their use.
- Class II Safety Vests are required as your outer layer of clothing at all times.

## **Tools**

- Defective tools shall not be used. Report them to your supervisor for repair or replacement immediately.
- Do not break or disconnect pressure lines without first bleeding off the pressure.
- Wear gloves when handling rough materials.

## **Tools (continued)**

- Tools such as chisels, punches, drift pins that become mushroomed or cracked, shall be dressed, repaired or replaced before further use.
- Tools shall be used only for the purposes for which they have been approved.
- Tools with sharp edges shall be stored and handled so that they will not cause injury or damage.
- Tools shall not be left lying around where they may cause injury.
- All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices.
- All tools shall be kept in good repair and shall be disconnected from the power source while repairs or adjustments are being made.
- Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
- Powder activated tools will only be used by persons that have been trained and have a current certification to operate these tools.
- Proper safety precautions for laser tools will be followed at all times per current OSHA standards for the equipment being used.

## **Abrasive Grinding**

- Grinders designed for a fixed location shall be anchored to the floor.

### **Abrasive Grinding** *(continued)*

- Abrasive wheel safety guards shall be used on all grinders.
- Work rests on grinder shall be adjusted to 1/8" from the grinding wheel.

### **Asbestos**

- Construction Services employees shall not knowingly work with or on materials containing asbestos. Employees suspecting the possible presence of asbestos should report it to their supervisor immediately.

### **Compressed Air**

- Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.
- Compressed air shall not be used to blow dust or dirt from clothing.
- Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

### **Compressed Gas Cylinders**

- Care shall be exercised in handling all gas cylinders. They shall not be dropped or jarred.
- Gas cylinders shall not be lifted or hoisted using a sling or electric magnet, nor shall they be lifted or hoisted by the valve protection cap. A suitable cradle or other device shall be used.

## **Compressed Gas Cylinders** *(continued)*

- Gas cylinders, whether full or empty, shall be secured in an upright position at all times. Valve protection caps shall be kept in place except when in actual use. Transportation is okay in horizontal position, if secured.
- Gas cylinders shall be kept away from heat and from welding or cutting operations where sparks could reach them.
- Oxygen cylinders shall not be stored near highly combustible materials, especially oil and grease. They shall be separated in minimum distance of 20 feet or by a 5 foot high non-combustible barrier.
- Employees shall never tamper with the safety relief devices of cylinders.
- Due to the possibility of an explosion, oil or grease shall not be used for lubricating valves, gauge connections, or other parts of an oxygen system.
- A flame shall never be used to detect gas leaks.

## **Suspended Loads**

- Employees shall not work or walk under suspended panels or other objects being transferred by cranes.

## **Crystalline Silica**

- Grinding or cutting concrete creates crystalline silica and creates a variety of threats. All cutting and grinding should be done wet if at all possible and if not, other means of dust control must be used along with PPE to remain compliant with the current OSHA regulations on silica dust.

## **Confined Space**

Construction Services employees shall not knowingly expose themselves or others to confined spaces without first obtaining the proper training. A confined space is identified as follows:

- “Confined Space” is defined as a special configuration that could result in any of the following:
  - Atmospheric condition – a condition in which a dangerous air contamination, oxygen deficiency, or oxygen enrichment may exist or develop;
  - Entry/exit access – a condition where the emergency removal of a suddenly disabled person is difficult due to the location or size of the access opening; or
  - Engulfment condition – a condition where the risk of engulfment exists or could develop.

## **Electrical Work**

- Electrical cords missing ground plugs shall be cut from cord and cord turned into job supervisor. Cords without ground plugs are not to be used.
- Cords with the exterior jacket torn or damaged shall not be used.
- GFCI protection must be used at all times. Most temp power panels provided by the electrical contractor are GFCI protected. However if you are in doubt, or are using an existing power supply a GFCI pigtail shall be used between the worker and power supply.
- Electric cords shall be inspected frequently, replaced if necessary, and shall not be used to lower or lift the tool.

## **Electrical Work (*continued*)**

- Lamps for general lighting must be protected from breakage and metal shell sockets must be grounded. Protective cages on temporary lighting must be in place and serviceable.

## **Excavation and Trenching**

- Determination of private and public underground utilities will be made before digging.
- **No** excavation work will occur on any site unless the appropriate State One Call locating service has been contacted and locates completed.
- Trenches 5' deep or more, where cave in could occur, must be shored or sloped.
- Excavated material shall be stored at least 2' from the edge of the excavation.
- Daily inspections of the excavation shall be made by the supervisor or a designated Competent Person.
- Trenches 4' deep or more shall have an adequate exit such as ladders or stairs every 25'.

## **Fire Protections**

- All job sites will have immediate access to suitable firefighting equipment such as fire extinguishers or fire hoses.
- Employees shall have knowledge of the location of the nearest telephone and knowledge of the appropriate number, i.e., 911, to summon emergency assistance.
- At least one fire extinguisher rated 2A shall be available on each floor of a multi-level building.

## **Flammable and Combustible Liquids**

- No more than 25 gallons of flammable or combustible liquid may be stored at a job site and must be stored in approved containers properly marked – such as fuel oil, gasoline, etc. Safety type containers only, no plastic containers for flammables are allowed on jobsites.
- Flammable liquids will be kept in closed containers when not in use.

## **Floor Openings/Roof**

- All sides of floor and roof openings shall have standard railings, toe boards. Or a sturdy cover securely fastened over the opening. Elevated levels with open sides, such as mezzanines, elevator shafts, and stair wells, shall have approved temporary railings and toe boards until permanent walls, railings or doors are installed.

## **Respiratory Protection**

- When required, respiratory protection shall be provided by Construction Services.
- Respiratory protective devices shall be appropriate for the hazardous material involved.

## **Saws**

- Radial saws shall have an upper guard which encloses the upper half of the blade.
- Radial saws used for ripping shall have non-kick back guards.
- All saws will be guarded to the applicable level.
- Never use a saw with the safety guard removed, out of place, or not in proper working order. Report defective equipment to your supervisor or the Safety Director.



## **TO ALL EMPLOYEES:**

Now that you have read "Construction Services Safety Handbook," you have become better informed of what is required of you and your fellow workers to maintain a good safety program for your protection. You signature on the pledge below indicates you will do your part in the interest of safety. It is necessary that all employees sign this pledge in order to assure you and your fellow workers that no one's safety will be jeopardized.

## **PLEDGE**

I have read "Construction Services Safety Manual" and I am thoroughly familiar with all general hazards and safety rules as outlined in the handbook. I realize my safety and the safety of other workers depends on my complying with the safety rules outlined in this handbook.

I promise to cooperate with my supervisors and fellow employees to achieve an excellent safety program.

DATE

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE



## **Storage**

- Storage of material shall not obstruct exits, fire extinguishers, or first aid kits.

## **Crane & Rigging**

- When working with a crane or hoist, one man is to direct the movement of the load. Standard hand signals will be used. The operator shall obey a stop signal given by anyone.
- Only those persons who are trained shall operate the hoisting equipment.
- No person shall be permitted to ride the hook or load of any hoisting equipment.
- Load limits, as specified by the manufacturer, shall not be exceeded under any circumstances.
- With every load, the slings and bindings shall be checked and adjusted as necessary to insure safety and stability.
- Wire rope and slings shall be inspected prior to use. On the crane if there are six randomly distributed broken wires in one lay or three broken wires in one strand in one lay, the line shall be taken out of service. If there is wear of one third of the original diameter, kinking, crushing, bird caging, or any other damage of the rope structure, the rope will be taken out of service. If a wire rope sling has ten broken wires in one rope lay or five broken wires in one strand in one lay, it must be taken out of service.
- When working near “high voltage” lines, maintain a clearance of 10 feet from the lines up to 50 kV. For more than 50kV, maintain 10 feet plus .4 inches for each  $1\text{kV} > 50\text{kV}$ .

## STANDARD CRANE SIGNALS

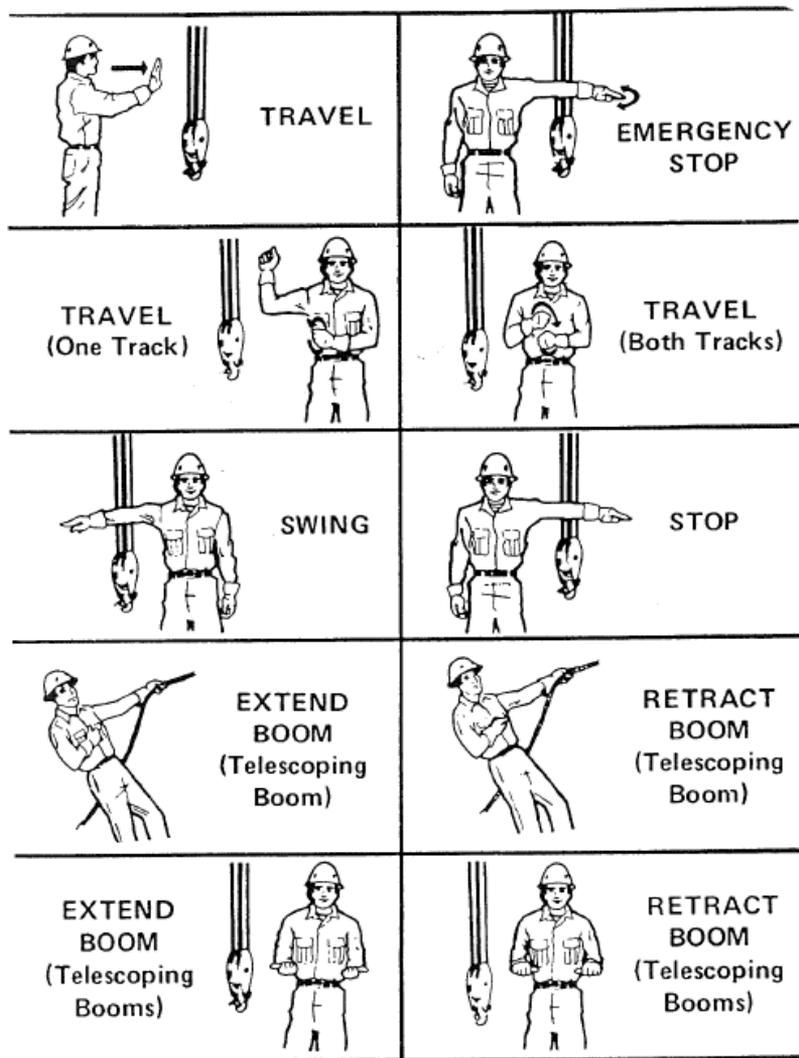


FIGURE A

## STANDARD CRANE SIGNALS

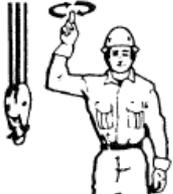
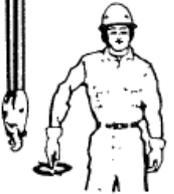
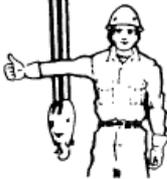
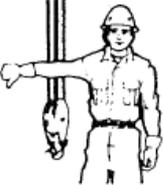
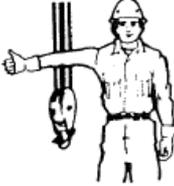
<p>HOIST</p> 	<p>LOWER</p> 
<p>USE MAIN HOIST</p> 	<p>RAISE BOOM</p> 
<p>LOWER BOOM</p> 	<p>USE WHIPLINE</p> 
<p>MOVE SLOWLY</p> 	<p>RAISE THE BOOM AND LOWER THE LOAD</p> 
<p>LOWER THE BOOM AND RAISE THE LOAD</p> 	<p>DOG EVERYTHING</p> 

FIGURE B

## Motor Vehicles

- Do not operate or repair equipment with which you are unfamiliar with. Only those employees specifically authorized and who possess a valid license or permit for the equipment being used shall operate motor vehicles on company business.
- In the event of an injury, prompt medical attention shall be obtained.
- Drivers of company vehicles shall report all motor vehicle accidents involving a company vehicle to their supervisor.
- Drivers shall not discuss or argue causes or the results of an accident with other parties, but shall secure all pertinent facts and information. They shall answer questions when asked by the proper authorities, but under no circumstances admit fault or negligence, or sign any statement for anyone except proper representatives of the company.
- Drivers, when involved in an accident, shall stop and give their name and address and their employer's name and address. They shall also acquire the names and addresses of others involved in the accident and of witnesses to the accident.
- Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
- The driver shall drive at safe speeds no greater than that permitted by law. Traffic, road, and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.
- A driver shall not permit unauthorized persons to drive, operate, or ride in or on a company vehicle.
- Seat belts shall be used.

## **Motor Vehicles** *(continued)*

- Employees shall not permit anyone to ride on the running boards, fenders, or any other part of the vehicle except on the seats. Passengers shall not stand in or on moving vehicles.
- Employees shall not ride on trailers.
- Employees shall not jump on or off vehicles in motion.
- Employees should perform a vehicle area walk around inspection before moving vehicle.
- Employees shall not knowingly operate defective or unsafe vehicles.
- The driver shall determine that brakes are in a safe operating condition before operating equipment. If brakes are not working properly, they must be corrected before vehicle is used.
- The driver shall inspect windshield wipers frequently and see that they are in good operating condition, and that the windows and windshield give sufficient visibility for safe operation of vehicle.
- All lights and reflectors of vehicle shall be inspected by the driver and if found defective, they shall be repaired immediately.
- The driver shall report any defects that may have developed during the day. Items that affect safety shall be repaired prior to continued vehicle operation.
- The operator of a motor vehicle shall clearly signal their intention of passing, turning, stopping, backing up, or parking.

## **Motor Vehicles** *(continued)*

- The driver of a vehicle shall be courteous toward other operators and pedestrians. They shall operate their vehicles in a safe manner and shall yield the right of way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
- The driver shall maintain safe distance when following another vehicle so they can safety stop vehicle in the clear distance ahead.
- Drivers shall exercise added caution when driving through residential and school zones.
- During all backing operations, the vehicle operator shall:
  - Keep a constant lookout during the entire time.
  - Carefully check any blind areas.
  - Back slowly.
  - Watch both sides. Do not depend entirely on mirrors.
  - Enlist the aid of another person to act as a guide, when such help is available.
- No employee shall operate any motor vehicle, earth moving or compacting equipment having an obstructed view to the rear unless vehicle is equipped with a back up alarm device.
- Distracted Driving – No texting or sending / receiving emails and or accessing the web on a wireless device while operating a motor vehicle.

## Ladders & Scaffold

- An employee shall not use a ladder that has broken, loose, or cracked rungs, side rails, or braces. Defective ladders shall be tagged, removed from service, repaired, or destroyed.
- When ascending or descending ladders, employee shall face the ladder and grip the sides or rungs.
- Only one employee shall work from a ladder (except hook ladders) at one time. If the work requires two employees, a second ladder shall be used.
- If a ladder is to be placed where the opening of a door may displace it, the door shall be locked or otherwise guarded.
- Only approved ladders shall be used. (Minimum rating Industrial Grad I ladders with a 250 lb. duty rating.)
- When transferring from a ladder to an elevated position, the ladder side rails shall extend at least 36 inches above the landing.
- All straight ladders shall be equipped with no-skid safety feet or other means to prevent slipping.
- Ladders shall be placed so the distance from the foot of the ladder to the base of the wall or other support is approximately one fourth the working length of the ladder.
- Ladders shall not be spliced together.
- A ladder shall never be placed against an unstable support.
- Ladders shall be placed on a substantial base.
- Ladders shall not be used as scaffold platforms.
- Ladders shall be secured to the level it is connected to.

## **Ladders & Scaffold** *(continued)*

- Employees shall not stand on the last step or top of a step ladder. (This rule does not apply to safety platform ladders.)
- Step ladder legs shall be fully spread and locked open when the ladder is in use.
- Ladders used to access upper levels shall have control signs on them.
- Step ladders will not be used as straight ladders.
- Scaffold, six feet in height or over shall be installed with guard rails, mid rails, and toe boards on all open sides and ends of platform. The guard rail shall be 2 x 4 inches or equivalent, approximately 42 inches high with a mid rail. Toe boards shall be a minimum of 4 inches. Supports shall be at intervals that do not exceed 8 feet. Scaffold will be no less than 20 inches wide.

# Fall Protection Plan

## I. Statement of Company Policy

Wells Concrete is dedicated to the protection of its employees from on-the-job injuries. All employees of Wells Concrete have the responsibility to work safely on the job. The purpose of this plan is: (a) to supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job and, (b) to ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan prior to the start of erection.

This Fall Protection Plan addresses the use of other than Conventional Fall Protection at a number of areas on this project, as well as identifying specific activities that require non-conventional means of Fall Protection. These areas include:

- a. Connecting activity (point of erection)
- b. Leading edge work
- c. Unprotected sides or edges
- d. Grouting

This plan is designed to enable employees to recognize the fall hazards on this job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes or openings in walking/working surfaces. Each employee will be trained in these procedures and strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the foreman of this concern and the concern addressed before proceeding.

## **Fall Protection Plan** *(continued)*

Safety policy and procedure on any project cannot be administered, implemented, monitored and enforced by one individual. The total objective of a safe, accident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project from management down to the last employee. Each employee must be made to understand their value to the company; the costs of accidents, monetary, physical, and emotional; the objective of the safety policy and procedures; and what their role is in administering, implementing, monitoring, and compliance of their safety policy and procedures. This allows for a more personal approach to compliance through planning, training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement will be implemented.

It is the responsibility of each erection crew foreman or erection crew supervisor to administer this Fall Protection Plan. Each erection crew foreman is responsible for continual observational safety checks of their work operations and to enforce the safety policy and procedures. The foreman also is responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. The Safety Director must approve any changes to this Fall Protection Plan.

## **Fall Protection Plan** *(continued)*

### **I. Fall Protection System to be Used on These Projects**

#### Wall Panels:

Bracing, if required for stability, will be installed by using a ladder or elevated work platform. After the braces are secured, the crane will be disconnected from the wall by using an elevated work platform or a ladder. The wall to wall connections will also be performed from an elevated work platform or a ladder. Employees shall be tied off to basket of elevated work platform at all times.

#### Detailing:

Employees working above the height of six (6) feet, not actively engaged in leading edge work or connecting activity, such as welding, bolting, cutting, bracing, guying, patching, painting, or other operations, less than six (6) feet from an unprotected edge will be tied off at all times, or guardrails will be installed.

### **II. Enforcement**

Constant awareness of and respect for fall hazards, and compliance with all safety rules is considered a condition of employment. The jobsite superintendent, as well as individuals in the Human Resource Department, reserves the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

### **III. Accident Investigations**

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

## **Fall Protection Plan** *(continued)*

In the event that an employee falls or there is some other related serious incident occurring, this plan shall be reviewed to determine

if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

### **IV. Changes to the Plan**

This plan shall be reviewed by a competent person as the job progresses to determine if additional practices, procedures, or training needs to be implemented to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite.

### **V. Rescue Plan**

Should a worker become suspended from an elevated boom lift basket, onsite personnel will have 2 retrieval options to assist the suspended worker:

1. Lower boom lift basket to ground by use of boom lift ground controls
2. Use other boom lift on site to retrieve suspended worker

Onsite personnel will use their best judgment when choosing the one of the above retrieval methods in order to quickly and safely bring the worker to ground level for medical attention, if needed.

## **Right-to-Know Hazard Communication Program**

The Safety Director will arrange annual training to employees to ensure their familiarization and understanding of Material Safety Data Sheets (MSDS), as well as Safety Data Sheets (SDS), part of the new Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

The following pages are intended to provide Construction Services employees with information necessary to understand safe work practices for handling hazardous materials.

The Material Safety Data Sheets and the new Safety Data Sheets are the primary communication process between manufacturers and employees. A (Material) Safety Data Sheet contains important information to provide specific procedures for handling materials and chemicals safely.

All employees shall refer to (Material) Safety Data Sheets before handling products they are unfamiliar with or if they are using a product for the first time. (Material) Safety Data Sheets shall be used to answer questions concerning health hazards, material combustibility, exposure levels, flammability or reactivity. Employees can determine proper protective equipment to use and how to clean up a spill or leak by reading the Material Safety Data Sheets.

(Material) Safety Data Sheets can be provided for all products purchased by Construction Services for employee use while performing on-the-job tasks.

## **Hazard Communication Program** *(continued)*

The Safety Director will provide annual training to employees to ensure their familiarization and understanding of (Material) Safety Data Sheets. The specific objectives of our training program will be to define (Material) Safety Data Sheets and describe the products' purpose and use. The Safety Director will develop additional written information and training on specific hazardous materials in work areas to encourage employees to be aware of and use safe procedures for handling hazardous materials.

### **Purpose**

The purpose of this manual is to institute a policy for working with hazardous substances and harmful physical agents at Construction Services. This manual has established requirements, recommendations and procedures for storage and use of hazardous substances and harmful physical agents. Specific topics covered are labeling, training, how to use Material Safety Data Sheets, and warning labels.

## Right-to-Know Training Manual

The best way to protect your health and safety is to know about each one of the chemicals you work with. Read the (Material) Safety Data Sheet before you use a particular product.

Wells Concrete has made it easy and convenient for you to access the (M)SDS for any material that you are questioning.

- Log on to the Wells Concrete website.  
[www.wellsconcrete.com](http://www.wellsconcrete.com).
- Access the employee login screen at the bottom right of the page.
- Click on the MSDS Online icon
- Use the search bar to type in the material that you want.
- Click on the material you are searching for.
- Click on the PDF button.

Warning labels list the chemical name, hazardous ingredients, hazard warnings, and the chemical manufacturer's name and address. Each (Material) Safety Data Sheet gives you more detailed health and safety information, precautions for handling, and emergency first aid procedures. The (Material) Safety Data Sheet for hazardous chemicals you are handling is available in your work area. Construction Services has a written program outlining the steps taken to communicate with employees about hazardous chemicals. The program includes a current inventory of hazardous chemicals, as well as the following:

- A. Construction Services will ensure that Material Safety Data Sheets are received prior to or with new materials purchased. Wells Concrete will keep revisions to Material Safety Data Sheets current through the online site.
- B. Training on how to use Material Safety Data Sheets and Safety Data Sheets will be provided using the section by section format.

## Right to Know *(continued)*

- C. Warning labels provide basic informational warnings and precautions. When further information is desired or necessary, consult the MSDS. Many chemicals currently in your work area may not have been there several months ago or may be slightly different. Always check the warning label before handling any chemical or product to avoid an accident as a result of improper assumptions or lack of understanding proper handling procedures. The basic warning label on a container will include the chemical manufacturer. It also lists specific hazard warnings, such as to keep the chemical away from direct sunlight or to avoid skin contact. The warning label may explain emergency first aid procedures if you contact the chemical with unprotected skin or splash into eyes. The label should provide information on what type of fire extinguisher to use. Remember that using the improper extinguishing agent could spread a fire rather than eliminate it.

Contact your supervisor before handling any container not having a warning label. Do not handle any chemical until you know what is and what the proper procedures for handling it are. Improper work practices with hazardous chemicals can obviously result in permanent injury or fatality.

Should a spill occur, the warning label should provide a section on what to do. Remember, for any spill, contact your supervisor right away and extinguish any source of flame immediately. You may need to wear personal protective clothing and equipment to clean up a spill. Evacuate the area until proper personal protective equipment and clean up equipment is available to clean up the spill.

## **Right to Know** *(continued)*

Handling and storage procedures on the warning label may list the personal protective equipment, such as gloves, safety goggles, glasses, or respirator, needed to handle the chemical safely. The chemical may also need to be stored outside or away from other chemicals.

Handle empty chemical containers as if they were full and do not reuse them for any other chemical storage or waste. Empty containers can be hazardous because they often hold residues that can explode or burn. Follow the label and dispose of empty containers properly. A torn or damaged label should be replaced. Remember that the only way you or another employee can handle a chemical safely is if you know what it is.

If it is necessary to transfer a hazardous chemical from its original container to a different one, be sure you label the transfer container. This will provide information as to the container's contents to other employees.

The Hazard Communication Program has been designed to help you maintain your health and safety. The program can only work with your help and cooperation. Construction Services provides Material Safety Data Sheets and Safety Data Sheets, warning labels, and teaches you how to use them so you will know how to handle chemicals safely. You can increase your understanding in safety by reading the (Material) Safety Data Sheet and warning label for each hazardous chemical and substance you work with. In working together, we can help keep Construction Services a safe workplace.

## **Right to Know** *(continued)*

Whenever possible, the use of hazardous substances or harmful physical agents shall not be used. Strict control of safe work practices, knowledge, and awareness of the danger involved in using hazardous substances and harmful physical agents, which feasibly cannot be eliminated, are necessary for safety and health of Construction Services employees.

## **Discipline Policy**

Disciplinary action may be taken by management in cases of violation of the policies stated in this Safety Program or for any instance where conduct is deemed inappropriate by management. Depending on the circumstances, discipline may take any or all of the following forms, even on a first infraction: verbal warning, written warning, final written warning, suspension with or without pay, or termination of employment. If you have any questions regarding the discipline policy, contact your supervisor or Human Resources. Good common sense and judgment on your part should make disciplinary action unnecessary.

The safety of every employee and the general public must not be compromised. Safety is not viewed as an option; it is a condition of employment. It is our obligation to do everything we can to send each and every employee home from a day's work in the same condition as they arrived.

**Review your Employee Handbook for more guidance on conduct and discipline rules.**

Our efforts are to provide a safe workplace for all our employees. We need your help, participation, and your input to achieve this goal.

# Notes