

SITE SAFETY

&

INCIDENT PREVENTION PROGRAM

**HEALTH AND SAFEY POLICY**

On this Samet Corporation project site, Samet Corporation enforces its Safety Program through its Superintendent, Safety Director and weekly meetings with our own labor force, subcontractor employees and tiered subcontractors employees stressing the importance of maintaining a safe and productive work site. As a condition of doing business with Samet Corporation, all subcontractor employees and tiered subcontractors engaged on this project are required to adhere to our project safety rules, regulations and policies established by our award winning Safety Program. In addition to our own safety requirements, our Safety Program incorporates regulations of the current editions of the State and Federal laws, including but not limited to, the latest amendments of the following: Williams-Steigler Occupational Safety and Health Act of 1970, Public Law 91-956; Part 1910, Occupational Safety & Health Standards, Chapter 17 of Title 29, Code of Federal Regulations; Part 1926, Safety & Health regulations for Construction Chapter 17 of Title 29, Code or Federal Regulations. This site specific safety and incident prevention program will assist project management, supervision, subcontractors and tiered subcontractors and workers in understanding an incident free environment and the safety and health expectations and requirements of this project. Compliance with the site safety and incident prevention program is expected and a condition of employment on a Samet Corporation project site.

Safety and incident prevention is everyone's responsibility. Each worker on this project site is expected to follow all Samet Corporation Safety Rules and specific safety requirements as outlined in this policy. Each contractor supervisor and foreman is responsible for safety, implementing Samet Corporation safety program and training employees in safe work procedures. **Superintendent** has the overall responsibility for safety at this location. **Bruce Jaworoski** has the corporate responsibility and authority for safety and accident prevention. **Samet Corporation** policy is to provide a safe and healthy place of employment for every worker on site and to abide by accident prevention regulations set forth by the federal, state and local governments.

Health and safety will always remain the top priority for all levels of management, supervision, and workers engaged in construction activities. Health and safety will never be sacrificed in lieu of schedule, cost, production, or any other component of the work process. This project has been designated an **Injury Free Construction Site**.

To comply with this philosophy and to achieve an Incident and Injury Free Environment, the project’s contractors will:

* Thoroughly plan all work activities and operations so they are performed safely, as well as efficiently.
* Effectively communicate the health and safety requirements of Samet Corporation this Site Safety & Incident Prevention Program to all contractors and their workers at all levels of the project through open communications, comprehensive training, assessments, and workplace inspections.
* Develop an understanding, among those in leadership on this project, of their responsibilities and accountability for providing a safe and healthful workplace.
* Coordinate work operations and activities to minimize or eliminate situations which may jeopardize worker’s health and safety due to conflicting or simultaneous work operations or activities.
* Communicate to all workers that safety is their responsibility and they will be held responsible, accountable, and assigned the appropriate authority for their individual safety and the safety of their co-workers.

Samet Corporation

**SITE SAFETY & INCIDENT PREVENTION PROGRAM**

This Site Safety and Incident Prevention Program was prepared to assist project management, supervision, contractors and workers in understanding the incident injury free philosophy and the health and safety expectations and requirements of Samet Corporation on this project. **Compliance with this Site Safety and Incident Prevention Program is expected and a condition of employment on this project.**

Contractors’ project managers and superintendents have overall responsibility for the implementation and the execution of this Site Safety and Incident Prevention Program.

**SITE SPECFIC SAFETY COMMITTEE**

A site specific safety committee will be organized to assist project team in implementing this Site Safety and Incident Prevention Program. Superintendent will discuss the ground rules of the site safety committee based on the scope of work. Participation in the safety committee is mandatory. Each contractor who is chosen to participate in the safety committee will provide one employee. The premise of the committee is to work as a team to identify and correct safety or health hazards, identify unsafe work practices and offer solutions to safety issues.

**CONTRACTOR SAFETY PERFORMANCE**

Samet Corporation expects all contractors to execute his or her work on this project with a visible, proactive, and commitment to safety at all levels. Each contractor should plan their work with focus on protecting their workers from incidents and injuries. The following are actions that each of us can take to improve safety performance on this project:

* Attend and actively participate in tool box meetings.
* Discuss safety in all meeting.
* When you talk about safety, talk about people, not numbers or statistics.
* Ask where the next injury is likely to happen and what can be done to prevent it.
* Recognize individuals and groups daily for working safely.
* Take positive actions when you see someone doing something you believe is unsafe. Talk to them about your concern for their safety, not about violating rules or procedures.
* Take responsibility for people’s safety that work with you, for you and around you.
* Fine ways to express care and concern for people and work to improve the dignity and respect people experience on the project.
* Make and keep promises around safety issues.

Samet Corporation or their representative will continually monitor and assess each contractor for compliance with this Site Safety and Incident Prevention Program and appropriate regulatory requirements.

Immediate corrective action will be taken to eliminate any safety discrepancy, hazard, at-risk behavior, or violation observed.

**DESIGNATED CONTRACTOR COMPETENT PERSON**

Each contractor will designate a competent person as defined by OSHA 29 CFR 1926.32(f) as “one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who as authorization to take prompt corrective measures to eliminate them” as their project safety representative. This person(s) name will be submitted to Samet Corporation and this person must have the authority and responsibility to ensure the proper implementation and enforcement of this Site Safety and Incident Prevention Program.

The General Trades Competent Person/Foreman designated will be expected to have an adequate knowledge of OSHA construction and general industry standards. The designated representative will, as a minimum:

* Attend OSHA 10 hour construction safety training, although OSHA 30 hour construction safety training is highly recommended.
* Conduct regular safety meetings with workers to instruct them on project safe work practices and requirements.
* Timely submission of safety submittals.
* Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Scaffold Competent Person designated to oversee erection and dismantling of scaffolds will be expected to have an above average knowledge of OSHA 29 CFR 1926.450 Subpart L -Scaffolds. The designated representative will, as a minimum:

* Attend OSHA 10 hour construction safety training, although OSHA 30 hour construction safety training is highly recommended.
* Attend scaffold competent person training conducted by an authorized OSHA certified trainer. A minimum of 4 hours of training would be acceptable.
* Submit a fall protection plan for erection and dismantling scaffolds. Samet Corporation will only accept conventional fall protection measures.
* Conduct daily inspections of the scaffold and instruct workers in safe work practices.
* Submit safety information in a timely manner.
* Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Trenching and Excavation Competent Person designated to oversee digging trenches and excavations will be expected to have an above average knowledge of OSHA 29 CFR 1926.650 Subpart P – Excavations. The designated representative will as a minimum:

* Attend OSHA 10 hour construction safety training, although OSHA 30 hour construction safety training is highly recommended.
* Attend trenching and excavation competent person training conducted by an authorized OSHA certified trainer. A minimum of 6 hours of training would be acceptable.
* Conduct daily inspections of trenches and excavations and instruct workers in safe work practices.
* Submit safety information in a timely manner. Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Fall Protection Competent Person designated to oversee his company’s fall protection plan will be expected to have an above average knowledge of OSHA 29 CFR 1926.500 Subpart M – Fall Protection. The designated representative will as a minimum:

* Attend OSHA 10 Hour Construction safety training, although OSHA 30 hour construction safety training is highly recommended.
* Attend fall protection training conducted by an authorized OSHA certified trainer. A minimum of 4 hours of training would be acceptable.
* Conduct daily inspections of fall protection equipment, instruct workers in proper personal fall protection methods, inspect guardrails systems and other fall protection systems used to protect workers within your scope of work.
* Submit safety information in a timely manner. Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Rigging Competent Person designated to oversee the rigging of structural steel, concrete panels, materials or other equipment hoisted above the ground will be expected to have an above average knowledge of OSHA 29 CFR 1926.251. Competent Person designated for rigging structural steel shall have an above average knowledge of OSHA 29 CFR 1926.753 Hoisting and rigging. The designated representative will as a minimum:

* Attend OSHA 10 Hour Construction safety training.
* Certified by employer that he/she is a qualified rigger based on formal training and experience.
* Conduct daily inspections of rigging equipment.
* Submit safety information in a timely manner. Conduct documented pre-task safety plans and communicate daily to workers their work activities to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Safety Competent Person designated to oversee the safety of their employees and subcontractors will be expected to have an above average knowledge of OSHA construction and general industry standards.

* Attend OSHA 30 Hour Construction safety training.
* Have as a minimum 5 years experience in the commercial construction.
* Conduct daily inspections of the work areas, conduct regular safety meetings with workers to instruct them on project safe work practices and requirements.
* Submit safety information in a timely manner. Conduct accident and near miss investigations reports and lessons learned.
* Conduct documented pre-task safety plans and communicate daily to workers their work activities to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

**CONTRACTOR MONTHLY INCIDENT SUMMARY REPORTS**

Each contractor must submit a Monthly Summary Report.

This form must be submitted even if the subcontractor has no incidents to report. Information to report on this form includes:

* Monthly total man hours worked.
* First aid cases.
* OSHA medical treatment cases.
* OSHA lost work day cases.
* Restricted work cases.

All incidents including near misses must be reported and investigated. The report must be submitted to Samet Corporation for review and implementation of lessons learned to prevent further incidents from occurring.

Contractors can obtain applicable safety forms at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**SAFETY REGULATIONS**

Samet Corporation and contractors will incorporate, as a minimum, OSHA 29 CFR 1926 Construction Safety Standards, OSHA 29 CFR 1910 General Industry Standards (as applicable), specific state safety regulations, specific owner requirements, project safety rules, and this Site Safety and Incident Prevention Program when determining the safe work practices and protection of all workers. If any of these standards, requirements, or procedures conflict, the more stringent requirement shall prevail.

**CONTRACTOR SAFETY SUBMITTALS**

Prior to beginning work each contractor shall submit to Samet Corporation Superintendent or his representative the following:

* Executed Contractor Safety Certificate
* Contractor’s written site specific safety programs
* Contractor’s written housekeeping plan
* Contractor’s signed Housekeeping Commitment Agreement
* Contractor’s written hazardous communication program.
* Contractor’s written substance abuse program.
* Safety Data Sheets for all chemicals and materials used or stored on site.
* Names of designated competent persons as required by their scope of work for trenching, scaffolding, rigging, electrical and etc.
* Names of trained and qualified equipment operators as required by their scope of work for cranes, forklifts, aerial lifts and etc.
* Names of employees trained in First Aid.
* Training verification for competent persons, equipment operators and etc.
* Energized Work Permit if required to work on energized circuits.
* Detailed job hazard analysis/Pre-Task Safety Plan for the scope of work
* Personal Protective Equipment Hazard Assessment and Certification
* Annual crane inspections of any crane brought onto the site.
* Contractors Safety Certificate identifying competent persons in charge of scope of work.
* Verification of OSHA and or project required training as necessary. Training shall be verified by contractor’s senior representative and documentation of training submitted to Superintendent. Examples of training may include:
  + OSHA 10 hour construction safety training
  + Fall protection
  + Ladders
  + Scaffolds
  + Aerial lifts
  + Forklifts
  + Trenching
  + General construction hazards
  + Crane signalperson
  + Confined spaces
  + Respiratory protection (dust masks)
  + Lockout
  + Rigging

Throughout the course of the project each contractor will be required to submit various on-going safety documents to Samet Corporation Superintendent as required by the scope of work. These submittals may include but not limited to:

* Monthly Incident Summary Report.
* Accident and incident investigation report (within 24 hours).
* Daily Work Site Safety Inspections.
* Daily documented scaffold, trench, crane, aerial lift and forklift inspections.
* Weekly safety tool box meeting training records.
* Daily pre-task safety plan
* Air sampling data for respirator use
* Inspections of rigging equipment
* Inspections of personal fall protection equipment
* Initial inspections of all welding machines and generators
* Daily inspections of heavy equipment (backhoes, dump trucks and etc.)
* Inspections of hand and power tools.
* Daily inspections of ladders
* Daily inspections of material handling/hoisting equipment.

Safety forms can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Violation of Safety and Health Requirements**

Violations of statutory health and safety regulations or the project safety rules and policies contained in the site safety plan will not be tolerated.  All hazards identified are to be abated immediately.  When a hazard cannot be immediately corrected, a written explanation is to be submitted to Samet Corporation Superintendent.  Failure to correct hazards may result in disciplinary actions or suspension of part or all work.

**DISCIPLINARY PROGRAM**

At-risk behavior on this project that contributes to an incident or injury will not be tolerated.  Each worker has an individual responsibility to work safely and minimize unsafe actions.  Samet Corporation reserves the right to discipline/fine a contractor based on safety violations committed by their employees.  The fines will not be based solely on an individual employee’s safety violations but on the company’s safety violations.

Samet Corporation has established a progressive disciplinary program for those acts or practices not considered Immediately Dangerous to Life or Health.

Committing an unsafe act and or practice that is not Immediately Dangerous to Life or Health will result in the following:

* First occurrence:  Verbal warning with a note to file (Safety Ticket)
* Second occurrence:  Written warning, re-training, or sanctions to include but not limited to suspension from project, holding monthly invoice checks and etc. and meeting with contractor’s management personnel.
* Third occurrence:  Written notification of sanctions, possible termination from project site.  At the time of the third violation, Samet Corporation will also impose our extended disciplinary program which entails a fine structure for any contractor whose employees commit repeated unsafe acts “other-than-serious” according to the Safety Fine Table 1.1.

Other-than-serious safety violations may consist of, but not limited to:

* Failure to wear hard hat properly
* Failure to wear safety glasses/eye protection when required.
* Failure to use hearing protection when required.
* Failure to wear proper work boots/shoes and clothing.
* Failure to wear seatbelts on mechanized equipment.
* Failure to have first aid kit.
* Using frayed/cut drop cords.
* Using drop cords less than #14 AWG.
* Using unrated ladders.
* Failure to submit daily safety reports.
* Failure to submit weekly tool box safety talks.

Committing unsafe acts and or practices that are considered Immediately Dangerous to Life and Health (IDLH) may result in immediate termination from the project.  Samet Corporation also reserves the right to immediately sanction a contractor. Sanctions include immediate abatement of the IDLH condition/hazard and issuance of fines to the contractor. Based on the severity of the hazard Safety Director and project Superintendent/Project Manager will determine the amount of the fines according to the Safety Fine Table 1.1.  Samet Corporation reserves the right to terminate a contractor for repeated IDLH safety violations.

IDLH safety violations may include, but are not limited to:

* Failure to follow fall protections requirements.
* Removing guard rails and not putting them back in place.
* Working in an unprotected trench greater than 5 feet deep.
* Failure to wear proper respiratory protection.
* Failure to follow the Substance Abuse Policy will result in a fine and removal from the job.
* Failure to wear reflective vest (bright color) when working on or near a city street.
* Possession of firearms, explosives or dangerous weapons.
* Violation of project security rules and procedures.
* Fighting, horseplay, practical joking or gambling.
* Entering a confined space without following procedures.
* Failure to follow lock-out/tag-out procedures.

It is impossible to publish every safety rule to cover every circumstance.  However, if workers fail to follow safe work practices not covered by this policy, disciplinary action and or fine will be assessed based on Samet Corporation on site Superintendent and Project Manager’s assessment of the violation.

Safety Violations

Non-serious safety hazards can carry fines ranging from $50.00 to $500.00 per occurrence per person based on Superintendent and Project Manager’s discretion.

Serious safety hazards can carry fines ranging from $1000.00 and up per occurrence per person including permanent removal of employee (s) from the project based on Superintendent and Project Manager’s discretion.

A sample safety violation fine table will be attached to subcontractor Foreman’s Safety Form package and will be distributed during safety pre-construction meetings.

**SUBSTANCE ABUSE POLICY**

This project is committed to providing a safe, drug free work place for all employees. This policy applies to all Samet Corporation contractors, venders, and other third party employees.

Drug and alcohol abuse on and off the job can contribute both to incidents and to greater risk for all individuals employed on this project, as well as the general public. Construction work is dangerous; therefore all work tasks on this project will be considered safety sensitive. The use, sale, offer to sell, purchase, and transfer, distribution, or possession of drug paraphernalia, any detectable amounts of alcohol or illegal drug, firearm, or other dangerous weapons by any employee on this project is prohibited. Each contractor will promote a Drug Free Workplace with their employees and communicate during the safety orientation what constitutes prohibited activities. Every worker involved in an incident shall have a post incident drug/alcohol test performed within three (3) hours after the incident. Any worker on the project site who is reasonably suspected of being under the influence of alcohol or a controlled substance shall be tested. Contractors will transport their workers involved in an incident to a collection facility selected by Samet Corporation. Workers that refuse to test, stall to be tested, are uncooperative with collectors, or attempt to alter a urine specimen will be considered positive and immediately removed from the project.

**WORK-REALATED INJURIES, ILLNESSES AND INCIDENT INVESTIGATION**

An incident is defined as any unplanned or undesired event that results in or has the potential to result in a work-related injury/illness, property damage, or disruption of business where the cause was from human errors or omission.

Every incident will be investigated to determine the probable root causes (s) and steps required preventing a similar occurrence from happening in the future.

In the event of a work-related injury or illness, the worker is to notify his or her supervisor. All work related injuries/illnesses and incidents must be reported to Samet Corporation immediately.

First line supervision will be responsible for conducting the investigation of the incident immediately. A safety representative may assist the first-line supervisor in the investigation but will not solely conduct the investigation. The incident notification and investigation report form will be submitted to Samet Corporation within 24 hours of the occurrence.

## Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, ***subcontractor competent person whom employee(s) works for*** will contact the respective OSHA office having jurisdiction within 8 hours after becoming aware of the incident. The toll -free notification number in North Carolina is: 1-800-NCLABOR. ***The subcontractor competent person***  must talk with a representative of the department. ***The subcontractor competent person*** must report: the employer name, location and time of the incident, number of employees involved the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

* **DO NOT DISTURB the scene except to aid in rescue or make the scene safe**.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), Samet Corporation superintendent, an employee representative of the project safety committee, and Samet Corporation safety director. Project superintendent will have available are necessary tools, materials and equipment for use in conducting an incident investigation. Items such as cell phone with cameras and voice recording capabilities, tape measures, marking paints, flags and etc will be readily available to aid in the investigation. Samet Corporation Safety Director will act as the incident commander and will work with the investigation team.

The investigation team will take written statements from witnesses, photograph the incident scene, and conduct measurements with tape measures and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment, weather issues, noise, and illumination, physical factors pertaining to the injured person (s) and any anything else in the work area that may be relevant. Any evidence including physical evidence pertaining to the investigation will be cataloged and secured until the investigation is completed. The team will make a written “Incident Investigation Report” of its findings. The report will include a sequence of events leading up to the incident, root causes, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be submitted within 24 hrs to be reviewed by the safety committee, Samet Corporation superintendent and Safety Director. Samet Corporation Safety Director will upon review oversee lessons learned and or additional training requirements as recommended by the incident investigation.

When a supervisor/competent person becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to ***project superintendent and Samet Corporation Safety Director for review***.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor/competent person or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to project superintendent and Samet Corporation Safety Director to record on the incident log.

In the event of a work-related injury or illness, the worker is to notify his or her supervisor. All work related injuries/illnesses and incidents must be reported to Samet Corporation immediately.

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First line supervision will be responsible for conducting the investigation of the incident immediately. A safety representative may assist the first-line supervisor in the investigation but will not solely conduct the investigation. The incident notification and investigation report form will be submitted to Samet Corporation within 24 hours of the occurrence.

**SAFETY PLANNING**

**Job Hazard Analysis** (Completed by Contractor Superintendent and Project Manager)

Prior to starting work on this project, each contractor will submit a written Job Hazard Analysis for their scope of work. The Job Hazard Analysis must identify and outline each work component or activity, list the potential safety and health hazards associated with each activity, and describe what safety controls, PPE, tools and equipment will be implemented and required to mitigate the recognized hazards and safely complete each activity.

**Pre-Task Safety Planning** (Completed by Contractor Foreman or First Line Supervisor)

Each Foreman or designated supervisor will analyze each task to be performed for each scope of work and identify the work sequences, hazards, and controls necessary to protect workers from the identified hazards. The Pre-Task Safety Plan will be communicated daily to each crew performing work on this project. A sample pre-task can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**SAFETY INSPECTIONS**

Each Contractor performing work will be responsible for conducting daily safety inspections of their work area, tools and equipment. The following inspections will be required as applicable to ongoing work activities.

**General Daily Worksite Safety Inspections**

Each contractor will perform a general safety inspection of their work area where there employees and subcontractors are working on a daily basis. Daily Worksite Safety Inspection form or equivalent form must be used to document these inspections and the competed corrective actions. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Daily Scaffold Inspections**

Contractors using scaffolds will designate a competent person to inspect all scaffolds each day prior to use. The inspector shall use a scaffold inspection tag or equivalent to document inspections.

**Daily Trench Inspections**

Each contractor working in trenches or excavations will designate a competent person to inspect all excavations each day prior to beginning work. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

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**Daily Crane Inspection**

Each contractor using cranes on this site will designate a competent person to inspect each crane each day prior to use. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Daily Forklift Inspection**

Each contractor using forklifts on this site will designate an operator to inspect forklifts each day prior to use. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Daily Aerial Lift Inspections**

Each contactor using scissor or boom lifts will designate the operator to inspect the lifts each day prior to use. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Material handling/ hoisting equipment**

Each contractor using material lifting devices such as duct jacks or similar hoisting equipment shall inspect equipment daily.

The inspector shall use an equipment inspection tag or equivalent to document his inspection.

**Harness and Lanyard Inspections**

Each contractor who requires their employees to wear personal fall arrest systems shall inspect harnesses and lanyards as required. Workers engaged in steel working activities shall inspect harnesses and lanyards daily. All others shall inspect harnesses and lanyards monthly, color code or tag them to indicate current inspection.

A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Rigging Equipment Inspections**

All contractors using rigging equipment (slings, shackles, ring clutches and etc.) shall submit a rigging plan to include inspection criteria based on manufacturer’s requirements. All rigging equipment shall be inspected and certified by contractor prior to use and as a minimum monthly. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Voluntary Use of a Disposal Respirator (dust mask)**

If a worker desires to voluntarily wear a filtering face piece (dust mask) and a respirator is not required, the first-line supervisor is required to inform the worker about the specific respirator and its limitations. All disposable dust masks must be NIOSH approved. Contractors shall read and have employee sign Appendix D to section 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard. Appendix D is can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx).

**Ladder Inspections**

All contractors using ladders shall inspect them prior to each use. Ladder inspection documentation is contained in the Worksite Daily Safety Inspection Form. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**Hand and Power Tool Inspections**

All contractors using hand and power tools shall inspect them daily prior to each use. Tool inspection documentation is contained in the Worksite Daily Safety Inspection Form. A sample form can be found at [www.sametcorp.com/subcontractors/forms.aspx](http://www.sametcorp.com/subcontractors/forms.aspx)

**SAFETY TRAINING**

Safety and health training is a requirement and mandatory for all and contractor workers assigned to this project to promote and ensure that an incident and injury free environment exists.

**Safety Orientation:**

All project management, supervisors, and workers shall attend site-specific safety orientation training. Samet Corporation Superintendent or his representative will conduct safety orientations. No workers will be allowed to start work until they have attended the safety orientation.

As a minimum, the safety orientation will include viewing Samet Corp Safety video, Project Safety Rules, site safety orientation report, emergency action plans, fire extinguisher training, safety training requirements and procedures contained in this manual. The site-specific orientation will communicate each worker’s responsibility to be in compliance with this project’s Site Safety and Incident Prevention Program, Project Safety Rules, regulations, accountability, and the disciplinary policy.

Upon conclusion of, all personnel will be given a numbered hard hat sticker verifying that they have been through the orientation.

**Weekly Tool Box Safety Meetings**

All workers assigned to this project will participate in weekly Tool Box Safety Meetings conducted by contractors. Documentation of completed tool box meetings will be submitted to Samet Corporation Superintendent. Failure to attend and conduct weekly meetings could result disciplinary actions.

**GENERAL SAFE WORK PRACTICES**

Clean and safe working conditions are absolutely essential for achieving an Incident and Injury Free Environment, as well as for the promotion of construction efficiency and progress. Each worker on this project is valued not only for what they do, but for who they are. Everyone must maintain a strong personal desire to think and act safely, in an effort to create an Incident and Injury Free Environment.

The following general safe work rules are a partial list of the general rules that apply to each worker on this project. There will be no tolerance for any worker who carelessly disregards these rules or the other applicable health and safety rules.

**PROJECT SAFETY RULES**

1. Access to this site is restricted to employees and those authorized by Samet Corporation.
2. Use and/ or possession of intoxicants, alcohol, or drugs are strictly prohibited.
3. All personnel on the project site will wear hard hats, safety glasses, reflective vests or high visibility clothing in the designated work zone.
4. Possession of firearms or other weapons is prohibited on project sites and in and on company owned property.
5. Workers will carry ear protection on their person.
6. Workers shall wear long pants and shirts with 4” minimum sleeves at all times.
7. Workers shall wear hard soled work boots. No athletic or canvas shoes.
8. Workers cutting masonry materials shall use a wetting method or mechanical ventilation to reduce respriable dust from workers breathing zone at or below OSHA permissible exposure limit of 5 mg/m3 of air.
9. Workers mechanically sanding sheet rock shall use mechanical means to reduce respriable dust from workers breathing zone at or below OSHA permissible exposure limit of 5 mg/m3 of air.
10. Full body harness, shock absorbing lanyards or other fall protection devices will be utilized when working at unprotected heights greater than 6 feet above a lower level and in all aerial articulating boom lifts and forklift baskets.
11. No radios, tape decks or earphones allowed on site. No glass containers allowed on site.
12. Workers on scaffolds 6 feet or greater above a lower level shall be protected by either guardrails or personal fall protection.
13. Only authorized and trained personnel are permitted to operate equipment.
14. No riders on mechanized equipment. No riding in back of pickup beds.
15. All mechanized equipment must have seat belts, operable horns and backup alarms.
16. No one shall enter a trench or excavation unless it is properly protected or sloped and employees trained on the hazards involved in trenching operations.
17. Only trained, qualified operators will use powder-actuated tools.
18. All ladders shall be heavy duty type 1, 1A or greater. They will be secured and extend three feet above landing. Green ladders are prohibited. **Aluminum ladders are prohibited.**
19. Guardrails shall be maintained at all times at all openings, stairways and at the building perimeter.
20. Be alert for chemical safety hazards. Flammable liquids must be kept in approved metal safety containers.
21. All flexible cord sets shall be 3 wire type, designed for hard/extra hard use and be # 14 AWG or greater. Replacement plugs to be UL/FM approved for outdoor locations.
22. Work on exposed energized circuits greater than 50 volts is prohibited.
23. Contractors shall have in their possession a first aid kit and fire extinguisher located at their work area.
24. Report all accidents, unsafe conditions or practices to your supervisor and superintendent.
25. Contractors will provide fresh drinking water daily for their employees’ use.
26. No eating and drinking inside buildings except for clear liquids (water). No Smoking in wood framed buildings. Eating and or smoking area (s) will be designated on the project site.