



Davenport Masonry, Inc. Mandatory Safety, Health and Work Rules & Orientation

- All contractors onsite must complete Davenport Masonry, Inc. site orientation
- Each contractor will have onsite a qualified, competent person with 30-hr OSHA training certification.
- Documentation for current certification will be required
- Each contractor will have an employee current in First Aid/CPR
- All employees shall immediately report all unsafe acts or conditions to their supervisor. No employee shall work under unsafe conditions
- All employees will participate in daily pre-work safety activities
- Review Job Safety Analysis
- Complete CHAT/STAC/Pretask
- Each employee onsite must attend one toolbox/tailgate safety meeting per week
- Smoking is prohibited in areas designated as “No Smoking” areas or near flammable or combustible materials or combustible storage areas
- Always maintain good housekeeping at all-time throughout the work shift
- Keep all machinery guards in place, do not remove safety devices or use modified tools
- Be alert at all times to the conditions and work processes in your area and surrounding area, help you and your co-workers avoid possible hazards
- Obey all rules, signs and instructions. If you have a question-ASK!
- Do not throw items between levels. Use proper controlled lifting and lowering procedures at all times
- Always use proper lifting techniques, size up your load before you lift it. Get help for heavy or awkward items, use 50 pounds as a guideline
- Firearms, explosives or other weapons are not allowed on the Project-site
- The unauthorized use, sale, possession or distribution of alcohol, narcotics, drugs or controlled substances while working or working while under the influence of these substances is prohibited
- Zero tolerance for life threatening activities. Workers putting themselves at risk by performing a life threatening activity will be removed from the site
- Headsets, earphones, or iPod usage is prohibited on this project
- Acts or threats of violence including intimidation, harassment will not be tolerated on this project
- Horseplay or disorderly conduct is not allowed
- Not following safety rules or wearing required PPE are grounds for disciplinary action

Violation Class:

Class I - a violation that would not cause death, serious injury, or property damage

- 1st Violation - Written reprimand & safety retraining
- 2nd Violation - Removed for 3 working days & safety retraining
- 3rd Violation - Termination of employment

Class II - a serious violation that would not cause death, but could cause serious injury or property damage

- 1st Violation - Written reprimand & safety retraining
- 2nd Violation - Removed for 5 working days & safety retraining
- 3rd Violation - Termination of employment

Class III – a serious or willful violation that could potentially cause death, serious injury, or property damage

- 1st Violation - Removed for 5 working days & safety retraining
- 2nd Violation - Termination of employment

*Company reserves the right to terminate for ANY safety violation

Incident Reporting and Accident Investigation

All events (incident or accident), regardless of the seriousness, must be reported to the Davenport Masonry, Inc. Superintendent or Safety Representative immediately (on the day of occurrence). An Incident report must be filed within 24 hours. This includes property damage.

Perform a thorough investigation of all facts and circumstances surrounding the accident. This should include:

- Don't disturb the scene
- Photographs of the accident site and any other pertinent areas or conditions
- Interview the accident victim (separately) to hear his/her explanation of how the accident occurred
- This includes property damage

Hazard Communication

All chemicals must be labeled to include the identity of the chemical and warnings. Each chemical must have a material safety data sheet (MSDS), as required. Employees must be trained in the handling of chemicals and how to get help in case of an incident.

Emergency Preparedness

Always know your emergency evacuation routes, shelter-in-place locations, muster/rally points, medical emergency procedure and phone numbers

Know where the First Aid kit and Eye Wash stations are located. Kits must be located in a conspicuous location and maintained

Lockout/Tagout (LO/TO)

Never work on equipment unless you verify it has been fully isolated and brought to ZERO energy and locked out and tagged at all energy sources

Disregarding or removing signs or tags placed to warn employees of a hazardous condition during a LO/TO of hazardous energy sources is cause for dismissal

Do not activate (on or off) any energy source such as, but not limited to; electrical breakers, disconnect switches, valves for any gas, water or air lines unless authorized to do so

Tool Use

Inspect all tools and equipment prior to use. Report all defects to your supervisor. Use DEFECT tags

The misuse of tools and equipment or circumventing safety devices can result in injury. Do Not use makeshift or modified tools or equipment. Always use the right tool for the job.

All hand held power tools must have “dead man controls” which means that the control cannot be locked, or will not stay in the “on” position.

Elevated Work-Fall Protection

A means of fall protection (personal fall protection, guardrail systems, stair rail systems, etc.) must be used when an employee on a walking/working surface is exposed to a fall, to a lower level, of six (6) feet or greater.

Each employee who is less than six (6) feet above dangerous equipment must be protected from falling into or onto the dangerous equipment by a guardrail or equipment guards. Only approved full body safety harnesses are to be used for personal fall protection when walking and working surfaces are above ten feet. Safety belts are to be used for positioning duties only not personal fall protection.

Guarding/Barricades

All protruding reinforcing steel or rigid onto which employees could fall shall be guarded to eliminate the hazard of impalement

All covers for floor openings must be secured and marked, “Hole”. A “hole” means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface

Always use barricade tape (caution or danger) tape whenever unique hazards (such as overhead work) are present

Excavations

Before opening any excavation, efforts (including utility company contact) must be made to determine if there are underground installations in the area. Underground utilities must be located and supported during excavation operations.

Walls and faces of trenches 5 feet or more in depth and all excavations in which employees are exposed to danger from moving ground or cave-in must be guarded by shoring or sloping where employees may be required to enter excavations. If evidence of possible cave-ins or slides is apparent, cease all work in the excavation until precautions have been taken.

Excavations over 4 feet deep must have shoring or sloping that meet or exceed OSHA requirements. Trenches 4 feet deep or more require adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.

Confined Space Entry

No employee shall enter areas defined below without authorization:

- A space that is not designed for continuous employee occupancy; and
- Is large enough and so configured that a person can bodily enter into and perform assigned work; and
- Has limited or restricted means for entry or exit; and
- May have a possible hazardous atmosphere that may expose employees to the risk of death, incapacitation, impairment of the ability to self-rescue caused by:
 - Flammable gas
 - Airborne combustible dust
 - Atmospheric oxygen concentration below 19.5% or above 23.5%
 - A toxic atmosphere or substance
 - Danger of engulfment

Do not enter until an authorized person evaluates the area and authorizes entry

Ladders

Ladders shall only be used for the purpose for which they were designed. Do not use a step ladder as a straight ladder

- Defective ladders must be properly tagged and removed from service.
- Place extension ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom
- Extend a minimum of 36 inches above landing or, where not practicable, provide grab rails
- All portable ladders must have the top secured to avoid shifting
- Portable metal ladders may not be used for electrical work or where they may contact electrical conductors.

Scaffolds

All scaffolds shall be erected, inspected and maintained in accordance with the manufacturer's recommendations.

- Scaffold will be inspected pre-shift by a competent person and shall display a scaffold inspection tag, signed and dated by a scaffold competent person
- Safe access to working levels shall be maintained

Scaffold Tags

A Yellow scaffold tag is placed on the scaffold while is being erected to inform that it is only partially erected and may not have all of the appropriate safety features installed. After the scaffold is complete and final inspection is done, the Green scaffold tag is placed on the scaffold to indicate that

is ready for use. This will be posted at the designated scaffold assess area for each scaffold. After the end of each work shift the Green scaffold tag will be removed and stored behind the tag holder. Scaffold will be inspected & tagged prior to use by the designated competent person.

A red scaffold tag is used when the scaffold is not in compliance with OSHA rules

If you encounter a red tag, please alert the foreman, safety coordinator, or competent person immediately

- Scaffold inspections will be done by a designated competent person. Prior to accessing any scaffold, make sure you know that the scaffold is tagged GREEN-SCAFFOLD COMPLETED-READY FOR USE
- Guardrails, mid rails and end rails are required at 6 foot or higher on scaffolding
- NEVER work on a scaffold where your work area is not fully planked and the mid rails, end rails and top rails are not in place
- Plank are to extend over the jack center line not less than 6” and no more than 12”. The plank on the end must be fastened or cleated, so the planking stays in place
- Always use a safe means of accessing the scaffold. Climbing up a jack or cross brace is never acceptable. Never allow tools and materials to accumulate in a manner that creates a hazard. Keeping the work area “trip free” is very important. Maintain a 15’ clearance when working near an electrical power line. Do not use ladders or makeshift devices to increase the height of the scaffold
- Stay off scaffold during storms, high winds, or when scaffold is covered with ice and snow

Cranes

- Designate a Crane A/D director to supervise the placement of crane
- Ensure that ground preparations meet the requirements to support bearing conditions as it pertains to crane placement
- Swing radius of a crane must be barricaded to prevent employees from being struck or crushed by the crane
- Fill out Davenport Masonry, Inc. Crane JSA
- Operator must be CCO certified
 - Use Qualified rigger
 - Designated qualified signal person
 - Use designated spotter for blind picks
- Inspections
 - A Davenport Masonry, Inc. Crane JSA shall be completed prior to all crane lifts or new set-ups
 - Conduct a planning meeting with operator and crew members
 - Daily and monthly inspections are required
 - Annual inspection, load charts and 10 BC fire extinguisher in crane cab
 - When crane picks are within 75% of charts, a critical lift form will be completed
 - All slings, shackles and other rigging components must be inspected prior to use
- Establish Electrical Safety Zone (as-required)
 - Prevent encroachment of power lines

- Use designated spotter
- Hard barricade
- Elevated warning lines
- Stay out from under
- Inspect and monitor barricades
- Use clean taglines

Electrical

NEVER work on electrical circuits unless authorized and/or qualified.

- All extension cords must be 3-wire type and rated heavy duty
- Outlets to which extension cords are plugged into must be GFCI protected type, or protected by a portable GFCI device between the outlet and the cord
- Protected from damage or suspended conductive material
- Extension cords shall be hung overhead when possible to reduce tripping hazards
- No cord or tool with a damaged ground plug may be used
- Bulbs on temporary light will be equipped with guards.
 - Temporary lights may not be suspended by their electrical cords unless so designed
- Inspect cords prior to use
- No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock

Hot Work

A Hot Work Permit is required for ALL welding and cutting operations or spark producing activities

- No combustibles within 35 feet
- Proper fire extinguisher
- Must have a Fire watch for one hour during and after burning

When welding or burning always use proper goggles or face shield, welding gloves

- Always wind up welding leads and hoses after use at end of the day
- Do not run welders in a closed area, always provide proper ventilation

Fire Prevention

Fire Protection. Firefighting equipment must be conspicuously located and readily accessible at all times and periodically inspected and maintained in operating condition. Report any inoperative or missing equipment to your supervisor.

If the project includes automatic sprinkler protection, installation will closely follow construction and be placed in service, as soon as applicable laws permit, following completion of each story. Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction).

Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet with at least one extinguisher per floor. In multi-story buildings, at least one fire extinguisher must be located adjacent to the stairway

Only approved containers and portable tanks will be used for storage and handling of flammable and combustible liquids

- No more than 25 gallons of flammable liquids may be stored in a room outside of an approved storage cabinet
- No indoor storage of flammable liquids unless stored in an approved storage cabinet
 - Flammable or combustible liquids are not to be stored in areas used for exits, stairways or other high-traffic areas
 - No storage of flammable or combustible materials is to occur on any roof
 - No more than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in any one-storage cabinet
- Storage in containers outside building may not exceed 1,100 gallons in any one pile or area
 - Grade storage areas to divert possible spills away from buildings or other exposures, or surround storage areas with a curb or dike.
 - Locate storage areas at least 20 feet from any building and keep free from weeds, debris, and other combustible materials
 - Maintain a 12 foot path to storage tanks
- Keep flammable liquids in closed containers when not in use. Post conspicuous and legible signs prohibiting smoking in service and refueling areas.

Compressed Gas Cylinders

Compressed gas cylinders will be secured in an upright position at all times. Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot become part of an electrical circuit

Put valve protection caps in place before compressed gas cylinders are transported, moved, or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being moved

Oxygen and acetylene must not be stored together. Oxygen and fuel gas regulators must be in proper working order while in use

Flashback arrestors are required on all gauges

Empty cylinders shall be removed from the work area and securely stored in a designated storage area

Personal Protective Equipment

All workers shall be required to wear appropriate personal protective equipment and clothing where there is an exposure to hazardous conditions

- Hard hat
- ANSI approved safety glasses with side shields
 - Mono goggles are required during certain activities
 - Face shield and safety glasses are required during operations where hazard or risk of injury exists from flying objects or particles, harmful contacts, exposures such as glare, liquids, electrical flash, or a combination of these hazards
- 4 inch shirt sleeve minimum
- Long pants
- Gloves (as required)
- High visibility outerwear or vest (just a hard hat bonnet is not acceptable)

- Hearing protection (as required)
- Safety shoe footwear

Employees working over or near water, where danger of drowning exists, will wear U.S. Coast Guard approved life jackets.

In emergencies, or when feasible engineering or administrative controls are not effective in controlling toxic substances, approved respiratory protective equipment will be provided and used. Respiratory protective devices will be approved for the hazardous material involved and extent and nature of work requirements and conditions. Employees required to use respiratory protective devices will be thoroughly trained in their use. Respiratory protective equipment will be inspected regularly and maintained in good condition.

Tool and Equipment Tagging Policy

Davenport Masonry, Inc. Company, Inc. is dedicated to the safety and protection of all employees. All of Davenport Masonry, Inc.'s employees have a responsibility for safety on the jobsite. The purpose of this tagging policy is to prevent the use of unsafe tools and equipment.

Responsibilities

- **Management:** Implement and ensure program is being followed. Provide support as needed. Follow up on improperly tagged tools equipment. Request regular updates.
- **Field Supervisors:** Follow guidelines of this policy. Inspect tools; do not remove tools equipment from the yard that do not have a green tag, or equipment that does have a green tag that is deficient or is an engine powered equipment that has been inspected more than 1 year previously. Red tag tools that are deficient. Report tools that are green tagged and are deficient.
- **Yard Personnel:** Maintain manuals for all tools/equipment. Maintain availability of tags. Inspect/maintain all tools according to manufacturers' recommendations. Tag each tool that is inspected; record the date of the inspection and who inspected it on the tag.
- **Field personnel:** Follow guidelines of this policy. Inspect tools prior to use, do not use tools in need of repair, and report deficiencies.

Tags

- **Red Tags** will be used to identify any tools with deficiencies. Red tags must be filled out with the date and who noted the deficiency, and the other side of the tag must have noted what the deficiency is. Heavy equipment, (i.e. loader, skid steer, excavator, etc.) must also be reported to the mechanic. Minor deficiencies must be noted on daily inspection sheets and reported to the mechanic when found.
- **Green Tags** must be used to identify tools and equipment that are safe and ready to use. Green tags must contain who approved the tool and when. Engine powered equipment must be updated at least annually; green tags expire one year from date of inspection on engine powered equipment.

Davenport Masonry, Inc. Orientation

Conducted By: _____

Date: _____

<u>Print Name</u>	<u>Sign Name</u>	<u>Company</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		