



Construction Safety Program

Policy Statement

“As Management, we accept our responsibility for safety. It is the policy of this company to provide a healthy and safe place to work for all employees. The personal safety and health of each employee is of primary importance to us. Since we believe all injuries can be prevented, our goal will be zero accidents and illnesses. We will promote a Safety Perfect Culture.”

“In order to accomplish this goal, we plan to follow the company rules and procedures that have been developed as well as all applicable state, federal, and local codes and regulations. We expect our employees to do the same.”

“Your cooperation is needed. The written safety rules contained in our Safety Policy are minimum requirements. They cannot cover every conceivable hazard, but we believe there is a safe way to do every job. You need to use common sense and ask your supervisor or foreman whenever you are not sure what to do. We expect you to read and know this safety policy.”

“No job is so important, and no order is so urgent that we cannot take time to perform our work safely. We will expect each employee to cooperate in making this program a success. As a Bachmann Construction employee you are empowered to stop the work and make the situation safe, without the fear of disciplinary action in cases of Imminent Danger to yourself or others.”

Signed _____
Safety Director

Safety Guidelines & Responsibilities

All Employees

1. Obey all safety rules, procedures, and instructions.
2. If you are not sure how to perform a job safely, ask for help.
3. Maintain and know how to use all appropriate personal protective equipment.
4. Do not come to work under the influence of any alcohol or illegal drugs.
5. Attend and participate in all company safety meetings.
6. Know where to get first aid and where to find the nearest fire extinguisher.
7. Know the location of all emergency phone numbers, who to call, and when.

Superintendents and Foremen

1. Plan every job with safety in mind to make sure the job site is in compliance with this safety policy and state and federal regulations.
2. Require and enforce the use of personal protective equipment and other safety equipment.
3. Notice and immediately correct unsafe actions or conditions.
4. Conduct weekly “tool box” safety meetings. Tool box safety meetings are mandatory and attendance at these meetings must be documented.
5. Enforce this safety policy and discipline anyone who willfully violates their responsibilities or these safety rules.
6. Complete a Supervisor’s Accident Investigation Report on all accidents no matter how minor.
7. Make sure only qualified employees operate heavy equipment.
8. Make sure all subcontractors comply with company safety policy. Warnings to subcontractors should be documented in writing.
9. Provide for proper protection of the general public from job site hazards.
10. Take time to properly orient new employees on your job in safety. Employee must be shown what to do and how to do it safely.
11. Set a good example to the other employees by complying with all safety rules and responsibilities yourself. Help promote a “Safety Perfect Culture.”

Accident/First Aid Procedures

In spite of our best efforts, accidents and incidents may occur on the jobsite. In the event of an accident, the following should be used as a guideline for what first aid procedures at the jobsite.

1. Know the location of the nearest phone to call for assistance in the event of an injury.
2. Emergency phone numbers will be posted by the phone.
3. If a person is sent to call for medical assistance that person must report back and confirm help is on the way.
4. If medical assistance is more than 3 to 4 minutes away, a designated Bachmann Construction employee will initiate first aid/CPR. That employee will typically be a Supervisor or employee that has been trained by the American Red Cross or equivalent in First Aid/CPR. Bachmann Supervisors will be trained and certified by The American Red Cross or Equivalent.
5. All Bachmann Construction jobsites will be supplied with a First Aid Kit inspected and fully supplied prior to being issued to the jobsite. In addition each jobsite will be issued a fully supplied eyewash kit, and Blood Borne Pathogen Cleanup Kit. All first aid kits, eyewash kits, and cleanup kits will be packaged in appropriate containers designed for use on construction jobsites. The first aid kits will be adequate and appropriate for the environmental conditions in which they will be used. Construction work sites require first aid kits to be stored in weather proof containers with all packages individually sealed. Each kit will be inventoried weekly and resupplied at that time. Bachmann Employees will be trained in the use of all three kits.
6. Administer first aid immediately in life threatening situations to stop bleeding or prevent further injury.
7. DO NOT MOVE anyone who appears to have bone or back injuries unless there is imminent danger to life.
8. Injured persons requiring the attention of a doctor or hospital will be transported either by the supervisor or person designated by the Supervisor, or by ambulance. The determination to use an ambulance and qualified medical personnel will be determined by the supervisor or designated Bachmann employee based on seriousness of the injury. When in doubt, use an ambulance and trained medical personnel.
9. The job Supervisor must fill out an accident investigation report, with as much detail as possible, as soon as practical after the accident. The completed investigation report must be forwarded to the Director of Human Resources and the Director of Safety.
10. Get first aid for all injuries regardless of severity. Small injuries can develop into serious infections if left untreated.

Blood Borne Pathogens

Blood Borne Pathogens are microorganisms that are present in human blood and can infect and cause disease in humans. These pathogens include, but are not restricted to, Hepatitis B Virus which causes a serious liver disease in humans, and HIV which causes AIDS. For purposes of this definition, assume all bodily fluids including but not limited to blood, saliva, vomit, urine, semen, body tissue, etc. should be included as a potential for blood borne pathogens.

OSHA issued the Occupational Exposure to Blood Borne Pathogens Standard, due to the concern for the risk of occupational exposure. This standard is primarily directed to industry and health workers under the 29 CFR 1910 Industry Standards, but because of the potential for injury in the construction industry, the standard also applies to Bachmann Construction.

This Bloodborne Pathogen policy will be reviewed annually at the all employee meeting along with the entire Safety Policy material and with each new employee upon start of employment with Bachmann Construction. Training shall be provided at the time of initial assignment & within 1 year of their previous training. Hand washing facilities are typically provided as permanent or temporary restroom facilities including antiseptic hand washing cleaner at all jobsites. These are provided by the company at no cost to the employees.

Typically in the construction industry, occupational exposure to infectious materials is not typical. Most exposure will occur due to an individual incident such as a cut, puncture, or worse case, an amputation. All employees will be issued PPE required for the job site based on the Job Safety Check List. The PPE is provided at no cost to the employee. The use of PPE is provided at the start of the project for all employees involved, in addition regular annual review at the All Employee Safety Meeting held annually. The employee will be trained in the use of the PPE at the start of the project.

Exposure Control – Exposure to infectious materials is not typical and a specific exposure control plan other than the material contained in this Bloodborne Pathogen Policy will not typically be required. Access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner. Within the construction industry exposure potential exists whenever employees are sawing, cutting with utility knives, grinders, or other bladed tools. There is also a potential for exposure when using nail guns, drills, or handling sharp edges supplies such as metal studs, and when performing demolition which could cause lacerations or punctures.

Methods of Compliance - Using “Cut Proof Gloves” when cutting and handling sharp edged materials or demolition debris can prevent injuries. Making sure that all equipment guards are in place and functioning properly can reduce the potential for injury. Ultimately the most effective way to avoid injuries that could produce blood borne pathogen exposure is to work in a Safe, Controlled Manner, and operate all tools in a safe manner. The objective is to protect yourself and co-workers from exposure to blood borne pathogens. All jobsites will include a cleanup kit designed to handle potential blood borne pathogen spills.

Clean Up Procedure – Example: An employee suffers a severe laceration that causes blood to be spilled at the jobsite. The jobsite supervisor will provide first aid to the injured employee. Following the first aid, the supervisor who is trained to use the cleanup kit, will, following the procedures outlined in the kit, disinfect and clean up the spilled blood, etc.. All materials used in the

cleanup will be placed in the leak proof Red Biohazard bag included in the kit. This bag will be sealed and removed from the jobsite no later than the end of the shift. The supervisor will deposit the biohazard bag in the storage container located at the main office of Bachmann Construction. Ultimately the materials in storage will be disposed of through a licensed Biohazard Removal Service. NOTE: Some facilities where construction work is performed may have their own protocol for handling potential blood borne pathogen exposure. They will have designated people to cleanup and dispose of the spilled material. If this is the case, this information will be part of the pre-construction job hazard assessment before work begins.

As a construction company, employees do not typically experience exposure to pathogens. If a specific jobsite would provide the potential exposure to pathogens, this would be identified and noted in the safety analysis for that project. If warranted, Hepatitis B vaccine would be provided for all potential exposure to employees involved with that specific project, based on that finding, at no cost to the employee. Vaccination for Hepatitis B is not typically provided unless a specific need is identified.

All training records are maintained for a minimum of three years. All medical records are kept for the duration of employment plus 30 years, as required. These medical records are typically identified as medical issues associated with injuries incurred while on the job as an employee of Bachmann Construction.

All Bachmann Employees will be trained in identifying and reacting to the potential for blood borne pathogen exposure and the procedures for using the cleanup kits.

Construction Safety Rules

1. General

- a. Accidents and injuries no matter how minor must be reported immediately and investigated by the foreman.
- b. Job site must be kept clean of debris. Walkways, platforms, and work areas must be kept orderly at all times.
- c. First aid kits must be available at all job sites.
- d. Lists of emergency telephone numbers must be posted near each telephone on job site.
- e. Horseplay and reckless use of equipment is prohibited..
- f. Nails must be removed from lumber as soon as lumber is disassembled.
- g. Report any hazardous condition or dangerous act to the foreman or supervisor immediately.

2. Personal Protective Equipment

Bachmann Construction provides personal protective equipment (PPE) to all employees. Hard hats, eye protection, and hearing protection (when noise levels exceed 85 db) are required on all Bachmann Construction jobsites by all employees, sub contractors, and visitors. Training on the proper use and fitting of this equipment is provided to all required to use the PPE. Retraining of the employee is required when the workplace changes, making the earlier training obsolete, the type of PPE changes or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

The Job Safety Check List and the Hazard Assessment which includes a section on PPE and Employee Training will be completed for the project. When the Supervisor reviews the check list and hazard assessment for the particular job/project, the PPE training will be provided for each employee and individual check sheet with the employees name and the trainers name will be submitted.

- a. Additional PPE such as cut proof gloves, face shields/goggles, and NIOSH approved Dust Masks, knee pads, leather gloves, will be provided and properly fitted as required by the job.
- b. Jobs requiring replaceable cartridge respirators will not be performed by Bachmann Employees. Personal cartridge type respirators owned by employees will not be allowed, as well as other PPE not approved by the Director of Safety for Bachmann Construction is not allowed.
- c. It is the responsibility of the Bachmann Employee to clean and maintain the PPE issued to them. If the PPE is lost or damaged, the PPE must be replaced prior to returning to work..
- d. During the Pre-construction Meeting process the site and plans will be reviewed and a Determination will be made if any extra-ordinary precautions and specific requirements for PPE will exist. Throughout the project evaluations will be made as to PPE requirements over and above the basic requirements.
- e. Heavy duty work shoes or boots provided by the employee are required. Canvas, or Sneaker type shoes, and open toed shoes are not permitted on the job site. All employees must wear shirts and long pants while on the jobsite. Shorts are not permitted.
- f. High visibility vests will be provided and will be worn by all Bachmann Employees working in or adjacent to traffic.
- g. If required to work around water, Bachmann Employees will be fitted for and issued approved life jackets. The employees will be required to wear these life jackets at all times when working around water.

Lifting and Material Handling

- a. Use mechanical lifting devices whenever possible for large or heavy items.
- b. Get help to move large or heavy items and whenever items are over 80 pounds in weight.
- c. Use proper technique whenever lifting any items.
 - 1) Keep feet close to object being lifted.
 - 2) Bend your knees.
 - 3) Lift with your legs.
 - 4) Keep the object close.
 - 5) Do not twist while lifting.

3. Equipment, Hand and Power Tools

- a. Tools and equipment must be maintained in good working order. Worn or damaged tools must be repaired or replaced.
- b. Equipment and power tools guards are required to be maintained. Unguarded tools should be tagged “out of service” until the guard is replaced.
- c. Tools should only be used for their intended purpose. Do not improvise.
- d. Operators of power equipment are required to receive proper instruction by the foreman before using the equipment.
- e. Fuel-powered equipment or portable heating equipment must be used only where there is proper ventilation. Engines and burners must be shut off and smoking prohibited before re-fueling.

5. Electrical

- a. 15 and 20 ampere receptacle outlets on single-phase, and 120-volt circuits for construction sites which are not part of permanent wiring of the building or structure, are required to be protected by either ground-fault circuit interrupters or an assured equipment grounding conductor program.
- b. All extension cords must be 3-wire type. No cord or plug which is damaged may be used.
- c. All electrical tools that are not double insulated must be of the 3-wire type.
- d. A ground fault detector on every cord is required.
- e. All equipment, scaffolds, and ladders must be at least ten feet away from power lines at all times.

6. Working Above Ground

- a. All ladders must be in good condition and inspected prior to each use. Defective ladders should be tagged “out of service” and removed for repair or replacement.
- b. Ladders made of aluminum or other conductive material must not be used around electrical circuits or equipment.
- c. Ladders must reach three feet above landing and must be securely tied off at landing.
- d. Job made ladders must be constructed to specifications.
- e. Face the ladder when climbing, and use both hands. A hand line or materials hoist must be used to lift loads.
- f. All scaffolds must be constructed according to standards as instructed by the foreman.
- g. Only qualified and designated personnel are permitted to erect scaffolding.
- h. Any self-supported scaffold with a height of more than four times the width of the base must be restrained from tipping by guying, tying, bracing, or other suitable means.
- i. Floor openings, open-sided floors, walkways, or platforms must be protected with a standard guardrail or effective covers at all times.
- j. Stairs with four or more risers must be equipped with standard hand railings.

6. Trenching and Excavation

- a. Before digging **any** hole, utilities must be contacted to mark location of underground services.
- b. Walls and faces of all excavations and trenches must be inspected by a competent person in authority before employees are allowed to enter.
- c. Trenches and excavations more than five feet deep must be protected against cave-in by an approved protective shoring or shielding system or properly sloped sides.
- d. Material, equipment, or spoil must be kept at least two feet away from the edge of any excavation.
- e. Ladders must be provided within 25 feet of an employee work area if trench or excavation is more than four feet deep.
- f. Trenches and excavations must be inspected daily by a competent person in authority.

8. Heavy Equipment

- a. Only authorized employees are permitted to operate heavy equipment.
- b. All heavy equipment must be inspected daily for proper operative condition. Any defect must be reported immediately to the foreman.

- c. No employee is permitted to ride in or on any moving equipment unless seating is provided by the manufacturer.
- d. Movable buckets or dump boxes must be properly blocked before maintenance or inspection while the bucket or box is in the up position. Movable buckets must be lowered to the ground and the parking brake set before leaving the machine.
- e. Equipment with obstructed view to the rear must have a functioning back-up alarm.
- f. Hand holds and steps must be used whenever getting on or off the machine.
- g. Equipment must be shut off and smoking prohibited before re-fueling.
- h. No employee may work under lifted loads. Tag lines must be used to control suspended loads.
- i. Seat belts must be worn where provided whenever any vehicle is moved.
- j. Equipment operating on streets or roads must be equipped with a S.M.V. sign unless properly equipped for road travel.
- k. Provision must be made for proper ventilation of exhaust gases when using powered equipment in enclosed spaces.
- l. All lift operators must be certified each Three (3) years and be able to present a card attesting to their current certification. – OSHA regulation

Sign-Off Statement for Employees

“I have read and understand the company safety policy, safety guidelines, and attached 26-page safety specifications, and agree to follow the safety rules they contain.”

“I have reviewed and understand the attached Hazard Communication Policy and Blood Borne Pathogen Policy Statement.”

“I understand that any violation or noncompliance with company safety policy or state and federal safety codes could result in disciplinary action including termination.”

Employee Signature _____

Employee Number _____

Date _____

“I have delivered a copy of this safety policy to the above employee and have instructed the employee in safe working practices.”

Supervisor or Foreman Signature _____

Date _____

Job Safety Checklist

Project Name _____

Date _____

Inspector/Trainer _____

Employee Trained _____

General	OK	Action Needed	Electrical	OK	Action
Site Hazard Assessment	<input type="checkbox"/>	<input type="checkbox"/>	Needed		
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	Ground Fault Protection	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	3-Wire Ground Cords/Plugs	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Telephone Number	<input type="checkbox"/>	<input type="checkbox"/>	Proper Cord Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Weekly Safety Meetings	<input type="checkbox"/>	<input type="checkbox"/>	Tools Grounded	<input type="checkbox"/>	<input type="checkbox"/>
Accident Investigation Forms	<input type="checkbox"/>	<input type="checkbox"/>	Work Near Power Lines	<input type="checkbox"/>	<input type="checkbox"/>
			Adequate Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protection Equipment – Employee Training			Work Above Ground		
Hard Hats	<input type="checkbox"/>	<input type="checkbox"/>	Ladders in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>
Eye and Face Protection	<input type="checkbox"/>	<input type="checkbox"/>	Ladders 3’ Above Landing	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	Ladders Tied Off	<input type="checkbox"/>	<input type="checkbox"/>
Dust Masks	<input type="checkbox"/>	<input type="checkbox"/>	Scaffold Construction	<input type="checkbox"/>	<input type="checkbox"/>
Shoes Adequate	<input type="checkbox"/>	<input type="checkbox"/>	Scaffold Guardrails and Toeboards	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Vests	<input type="checkbox"/>	<input type="checkbox"/>	Floor Openings Protected	<input type="checkbox"/>	<input type="checkbox"/>
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	Stairs and Railings	<input type="checkbox"/>	<input type="checkbox"/>
List Other _____	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment			Work Below Grade		
Damaged Tools Removed	<input type="checkbox"/>	<input type="checkbox"/>	Utilities Marked	<input type="checkbox"/>	<input type="checkbox"/>
Proper Tools for Job	<input type="checkbox"/>	<input type="checkbox"/>	Excavations Sloped or Shored	<input type="checkbox"/>	<input type="checkbox"/>
Proper Instruction	<input type="checkbox"/>	<input type="checkbox"/>	Ladders Within 25’	<input type="checkbox"/>	<input type="checkbox"/>
Proper Ventilation or Exhaust	<input type="checkbox"/>	<input type="checkbox"/>	Material 2’ From Edge	<input type="checkbox"/>	<input type="checkbox"/>
Compressed Gases Use	<input type="checkbox"/>	<input type="checkbox"/>	Barricades or Warnings	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Equipment			Miscellaneous		
Proper Condition	<input type="checkbox"/>	<input type="checkbox"/>	Provision for Heavy Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Booms and Blades Blocked Or Lowered	<input type="checkbox"/>	<input type="checkbox"/>	Adequate Supervision	<input type="checkbox"/>	<input type="checkbox"/>
Back-up Alarms Working	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Keys Removed at Night	<input type="checkbox"/>	<input type="checkbox"/>
Proper Steps/Hand Holds	<input type="checkbox"/>	<input type="checkbox"/>	Proper Material Storage	<input type="checkbox"/>	<input type="checkbox"/>
Working Under Lifted Loads Prohibited	<input type="checkbox"/>	<input type="checkbox"/>	OSHA Poster	<input type="checkbox"/>	<input type="checkbox"/>
Seat Belts Used	<input type="checkbox"/>	<input type="checkbox"/>	M.S.D.S. Sheets	<input type="checkbox"/>	<input type="checkbox"/>
S.M.V. Signs/Warning Lights	<input type="checkbox"/>	<input type="checkbox"/>	Proper Fuel Storage	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>

Job Site Hazard Assessment

Project _____

Date _____

Inspector/Supervisor _____

The jobsite has been inspected and the hazards associated with the site noted below have been reviewed with each Bachmann Employee including required PPE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Signature of Inspector: _____

Employee Signatures/Date Trained: _____
