

Blue Ridge Site Development Corp. of NC

Project Safety Handbook

Work and Safety Rules

All contractors and Subcontractors shall be familiar and comply with occupational safety and health standards for construction as outlined in Title 29 Part 1926 of the Occupational Safety and Health Standards for Construction.

Blue Ridge Site Development requirements are as follows:

The standard working hours for this project are 7:00 am to 5:30 pm Monday through Friday. To maintain continuity and coordination, all companies should plan to work these hours.

Each company working on this project site is required to submit a copy of their corporate safety policy to Blue Ridge Site Development office per OSHA requirements. All OSHA rules must be complied with on this project. In addition; A) Each company working on this site is required to obtain a copy of Blue Ridge Site Development Safety Policy. Where applicable, Blue Ridge Site Development exceeds OSHA standards and it will be the responsibility of each company to follow this policy; B) These safety requirements are a part of the Subcontract Agreement between Blue Ridge Site Development, Corp. of NC and the Subcontractor.

Each company is required to submit a list of MSDS pertinent to the materials they may have on the project or submit copies of those MSDS to the Blue Ridge Site Development supervisor. A list of MSDS or a master file of MSDS must be kept in the construction office. If a contractor elects to submit only a list, those MSDS must be on the project site, organized and readily available for inspection at ALL times.

Safety vests are required at all times. Employees working in areas having the possibility of falling objects are required to wear hard hats at all times.

Safety glasses or other eye protection means are required as the specific task mandates. Safety glasses must be marked Z87.

A written Hazard Communication Program must be kept and practiced by all contractors.

All workers must wear appropriate clothing, including sturdy work shoes. Shorts, including mid calf type, are not allowed. Persons arriving on the project site without proper clothing, hard hats, work boots, etc. will not be allowed to work!

No power tool is to be operated without the proper guards and/or safeties in place.

It is the expectation that each subcontractor provide a supervisor for their work, regardless of their contract size or duration. This supervisor should arrive on the project site day one with the appropriate drawings, specifications and an understanding of his company's scope of work. If the supervisor is changed during the project, the subcontractor must prepare the new supervisor for his duties. A change is subject to Blue Ridge Site Development approval/notification.

Each subcontractor supervisor must have a means of telephone or paging contact.

Ladders shall be in good condition and used for the proper purpose per OSHA guidelines.

Toilets: Portable toilets will be provided by Blue Ridge Site Development or the General Contractor.

Good housekeeping must be practiced at all times by all contractors. Debris must be removed from the work areas and placed in the dumpster at the end of each working day. The individual contractors should provide trash receptacles. Food containers, drinking bottles, cups, etc. must be disposed of properly or this privilege will be limited to the parking area.

All injuries, regardless of severity, must be reported to the Blue Ridge Site Development supervisor and an accident report must be completed within **24 hours**.

Anyone creating an unsafe condition must erect the necessary barricades, covers and warning apparatus.

Any person under the influence of intoxicants, narcotics or non-prescription drugs will not be allowed to work on this project. Any worker caught possessing, using or distributing alcohol or drugs (including paraphernalia) will be removed from the project permanently. Blue Ridge Site Development will notify the proper authorities of any illegal activities occurring or being conducted on this site.

The supervisor from each subcontractor must submit production totals, by FAX, for the previous week by 9:00 am each Monday.

Blue Ridge Site Development will not be responsible for theft of any item from this site. Contractors must secure their own tools and equipment.

Additional scope work: Compensation will not be considered for any work performed by any contractor without prior written approval by a Blue Ridge Site Development supervisor. If additional work is to be performed on a "Time & Material" basis, time sheets for daily activity must be completed by the contractor and signed by the Blue Ridge Site Development supervisor within 24 hours of the work being performed. Lump sum additional work may be submitted on one sheet when that work is completed. Current paperwork is an absolute necessity!

All contractors must possess a current copy of all drawings and specifications pertaining to his work. Deviation from plans and specifications is strictly forbidden without written permission. Any work found not in compliance with plans and specifications is subject to removal and reinstallation.

Each worker on this site is responsible for both safety and quality control. The installations on this site are to be of the highest possible quality. Inferior quality work will be repaired or replaced.

At the punchlist stage of the project, each subcontractor will assign a specific individual to coordinate his or her respective punch list activities. It is the contractor's responsibility to find and repair all punchlist work items the first time through the list. Blue Ridge Site Development will not "point out" each item to the subcontractor. Items found incomplete after the subcontractor indicates that they are complete may be repaired by Blue Ridge Site Development and backcharged to the subcontractor rather than request another return trip by the subcontractor.

Subcontractors must make arrangements for the receipt of and unloading of any materials. Blue Ridge Site Development will not receive or unload materials or supply unloading equipment.

Any operator running motorized vehicles, i.e. fork lifts, etc., must comply with OSHA standard effective March 1, 1999 stating that any operator of any type of fork lift (any equipment approved for the use of lifting materials) must have written certification that they have passed classroom and field training requirements as described in the new OSHA standard 29CFR - Construction standard 1929.602 which will refer back to General Industry Standard 29CFR-1910.178(1). Any further questions shall be directed to the Safety Director. All subcontractors with employees who may fall into this category will be required to furnish Blue Ridge Site Development with written certification showing that employee has received this required training prior to commencement of their work, with no exceptions.

Blue Ridge Site Development shall comply with all applicable occupational safety and health standards.

Blue Ridge Site Development will enforce all safety, work and health rules.

All accidents, injuries or liability claims regardless of the severity must be reported to:

Ronald Biggers - 919-662-0480 or 919-302-5025

Only authorized employees are allowed in the work areas and on equipment. Company employees are allowed in company vehicles. No one is to ride on any equipment other than the operator who is in the seat.

Strict adherence to all posted signs on job sites is mandatory.

Fire extinguishers and first aid kits must be maintained in all company vehicles. Subcontractors are responsible for providing their own.

GOGGLES and/or SHIELDS, STEEL TOE BOOTS and EARPLUGS must be worn on job sites at required times. HARD HATS must be worn at all times in the work areas.

Hand tools shall not be used for any other purpose than that intended, and all damaged or worn parts promptly repaired or replaced.

Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer "in place", and if electrical shall be grounded or double insulated.

When backing or unloading equipment make sure to look back and have a clear view of your vehicle's path. If your view is blocked, then you will be responsible for having someone to direct you and/or traffic that may be affected by your movement.

Employees must wear **SHIRTS, LONG PANTS AND WORK BOOTS OR SHOES. NO TANK TOPS, CUT OFFS, ETC. ARE PERMITTED.**

General excavation and trench construction in soils other than rock, shale or consolidated slag, shall be shored and/or braced if over five feet in depth and not cut to the natural angle of repose of the surrounding material.

This company considers no operation more important than worker safety and health. We will provide and maintain safe and healthful working conditions and establish safe work methods and practices at all times.

Each level of management must display an interest in company safety and health objectives and set a good example by complying with company safety and health rules. Management interest must be vocal, visible and continuous, from top management to foreman.

The company management is responsible for developing and supporting an effective safety and health program. Management is also responsible for designating an individual on each site who is responsible for overall site safety and health. Management will ensure that appropriate safety and health training is provided, that inspections are performed and that accident investigations are conducted and reviewed.

The project supervisors are responsible for maintaining safe and healthful working conditions and practices in the areas under their supervision. They are responsible for safety orientation, safety training, job-site inspections, correction of identified hazards and accident investigations.

Foreman are responsible for the safety and health of all employees working under their supervision. They are responsible for hazard corrections on their work areas, for ensuring that all necessary personal protective equipment is available and used, for obtaining and providing medical treatment for injured employees and for conducting weekly safety meetings.

The site safety coordinator has the authority and responsibility to provide guidance and aid to supervisors, foreman and employees in preventing accidents. The coordinator shall be knowledgeable in construction safety and health practices and the OSHA regulations.

Seat belt shall be worn at all times by drivers of vehicles and operators of equipment.

All employees are expected to follow safe working practices, obey rules and regulations and to work in a manner which maintains the high safety standards developed and sanctioned by the company, including the use of personal protective equipment. All employees are expected to take an active interest and participate in the safety and health program. All employees must recognize responsibility to prevent injuries and illnesses and take necessary actions to do so. Employees are expected to notify management of any unsafe conditions immediately. Management will not take any reprisal against employees for such notifications.

All managers, superintendents, foremen and employees will be evaluated with regards to occupational safety and health as a part of their overall job performance.

We want to make our safety and health efforts so successful that we make elimination of accidents and injuries not just a goal, but a way of life.

To ensure that no employee is assigned a job without the necessary training.

To establish and require a safety and health program that emphasizes the integration of safety and health measures into each job task so that safety and health and job performance become inseparable.

To require safety orientation for new and transferred employees, timely and appropriate training, a management/employee safety committee, a self-inspection program, proper engineering controls and a personal protective equipment program.

To apply federal, state, local and company safety/health regulations to each site.

To provide accident and near miss investigation procedures to determine accident causes and the actions required to prevent recurrences.

To develop safety and health publicity and promotion to maintain interest and participation.

To review the safety and health efforts of the company annually to evaluate the success in meeting the goals and objectives so that deficiencies can be identified and the program can be revised accordingly.

By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel and subsequently the company

The supervisor, or site safety coordinator, will conduct regular (at least weekly) inspections of the site, materials and equipment. The person conducting these inspections must be capable of identifying existing and predictable hazards in the work environment or working conditions that are unsanitary, hazardous or dangerous to employee, and have the authority to take prompt corrective measures to eliminate them. Hazards and corrective actions will be documented for each self-inspection.

The supervisor, or site safety coordinator, will conduct formal accident and near miss investigations to identify accident causes and prevent additional occurrences of the same incident.

All employees are expected to notify their supervisor of any occupational injuries and illnesses immediately, without regard to the event's severity. Management will ensure that any necessary medical attention is provided, appropriate incident investigation procedures are followed, and record the incident in the OSHA 200 Log of Injuries and Illnesses, if necessary. Incidents will be recorded in the OSHA 200 Log in accordance with the guidelines provided on the back of the form. This information will be reviewed by management on a monthly basis to discover any trends and prevent common injuries or illnesses.

The company provides a list of emergency telephone numbers on each site. First aid supplies are also available on each job site if medical attention is not accessible, within 3 to 4 minutes, the company will designate at least two first aid responders. These responders will receive red Cross first aid/CPR and bloodborne pathogens exposure control training. These responders will also be provided with the necessary bloodborne pathogens personal protective equipment: gloves, masks, etc. Each site will also be provided with appropriate bloodborne pathogens disposal bags and disinfectant. Any employee who is occupationally exposed to blood or other potentially infectious bodily fluids will be offered the hepatitis B vaccination and other medically prescribed follow-up treatments.

Any manager, supervisor, foreman or employee found violating any of the above safety and health rules or performing any other hazardous activity on the job site or while performing labor for the company will be subjected to the progressive discipline system: verbal warning, written warning, suspension without pay and termination.

All newly hired employees and recently transferred employees will receive site specific safety and health training prior to beginning their job assignments. The supervisor, safety coordinator and/or foreman will conduct this training. The training will include an overview of the company's safety and health rules as well as task specific training. All training will be documented and entered into the employee's personnel file and safety records.

The company will conduct on-going safety and health training with all employees on a weekly basis. Management will select a specific safety or health topic each week. The weekly topics will relate to the project's current status. The company will designate a trainer for each session, typically the supervisor, safety coordinator or foreman. Each session will be documented and attendance recorded.

No family members or friends are permitted on the job site except in the case of emergency.

Backup alarms shall be installed and in working order on all off road trucks, lowboys, dump trucks and equipment.