



O'BRIEN CONSTRUCTION

Sample Safety Plan

Address & Location

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Safety and Health Policy Statement

O'Brien Construction Co., Inc. believes that **NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY.** If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

Every procedure must be a safe procedure. Shortcuts in safe procedures by either supervisor or workers will not be tolerated.

If a worker observes any work activity which may pose a potential threat to their or others health or safety, he or she must inform management and management must take adequate precautions.

IF A JOB CANNOT BE DONE SAFELY, IT WILL NOT BE DONE.

OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE; WE AIM TO PROTECT THEM.

Timothy W. O'Brien

President

Safety and Health Objectives

O'Brien Construction Co., Inc. (OCC) plans to enhance worker safety and health through the following:

1. Using a designated qualified safety person to administer the program.
2. Making regular job site safety inspections:
 - a. Periodic safety inspections by OCC safety coordinator.
 - b. Mandatory weekly meetings between project superintendent and subcontractors.
 - c. Weekly toolbox safety talks signed and submitted by all subcontractors. Toolbox Talks shall consist of topics relevant to the project & timely in its work sequence.
 - d. Address safety concerns through Pre-task planning & education.

- e. Implement & educate workers on corrective actions.
- 3. Enforcing the use of safety equipment.
- 4. Following safety procedures and rules.
- 5. Providing on-going safety orientations.
- 6. Enforcing safety rules and using appropriate accountability measures.

Project Employee Responsibilities

Project Manager- must lead project team by setting an example for safety awareness as well as developing, communicating and supervising the safety program. The project manager must enforce and set the tone for all safety related issues during and prior to the planning of each project phase. They must provide leadership and show commitment to a safe and healthy environment. Responsibilities shall include reviewing inspection reports, safety meeting reports and addressing health and safety issues on the jobsite.

Superintendent- must lead, oversee and manage all site work, including safety. The superintendent must ensure that safety procedures are applied in an effective manner and that all employees are conforming to established rules and regulations. Duties include establishing a pre-job assessment prior to the start of the project, ensuring site foremen comply with safety regulations, conducting safety orientations for all new employees, reviewing all incident & corrective action reports, pre-task plans and enforcing disciplinary action when necessary. The superintendent will also work with the site safety representative overseeing regular site inspections, developing a site-specific emergency plan and implementing weekly tool box topics with subcontractors.

Project Engineer- Responsibilities include collecting all subcontractor safety programs, material safety data sheets (MSDS) and ensuring all site foreman have access to site plans.

Site Specific Safety Plan – Con't.

Site Safety Representative- will act as the designated safety manager and will inspect the jobsite weekly, conducting safety inspections. Responsibilities include providing education and training opportunities to all employees, conducting safety audits, discussing & providing weekly tool box topics, developing an emergency action plan and procedures, reviewing all safety programs and safety data sheets (SDS), scheduling Pre-Task planning meetings & overseeing implementation, issuing violation notices, issuing corrective action reports, and managing the AGC/ MIOSHA alliance program.

Project Safety Orientation

1. Each employee of OCC and its subcontractors working on designated OCC jobsites are required to complete the Employee Safety Orientation and sign the necessary forms. This must be complete within one week of any employee beginning work on site.
2. Upon completion of the Employee Safety Orientation, a labeled sticker will be given to each employee which must be worn on their hard hat. Employees will not be allowed to work on the jobsite without this sticker on their hard hat.

Jobsite Inspections

1. OCC Site Safety Representative will conduct weekly site inspections, and review all safety documents (pre-task plan, crane plan, etc.).
2. Subcontractors shall perform daily safety inspections of their work area and equipment per MIOSHA requirements.
3. After inspecting a job site/work area, the site safety representative and superintendent will identify and evaluate all potential hazards for:
 - a. Possibility for severe injury.
 - b. Probability of accident occurrence.
4. This site safety representative will also consider the skill and knowledge level demonstrated by exposed workers.
5. This site safety representative shall then take the following actions:
 - a. Discuss all hazards with the necessary parties.
 - b. Explain appropriate recommendations and precautions.
 - c. Assist with any necessary training (i.e. provide appropriate Tool Box Talks), in accordance with the level of hazard.
 - d. Issue citations & corrective actions.
6. Records shall be maintained for all recommendations, precautions, and training for each hazard identified.
7. All incidents, regardless of severity, will be discussed at the next project safety meeting, with an emphasis on eliminating future occurrences.

Emergency Procedures, Investigation, and Reporting

1. Subcontractors/employees shall report all work related injuries, illnesses, first aid cases, near misses, property damage, and environmental incidents such as a spill or release of hazardous materials, regardless of severity, immediately to the Project Superintendent and OCC Safety Manager.
2. The subcontractor shall investigate all incidents and forward copies of the incident report to the OCC Safety Manager and Project Superintendent within 4 hours of the incident. An incident report must be provided for: near misses, first aid, recordable injuries, third party property damage or personal injury, and builders risk claims.
3. Corrective actions will be implemented and any worker compensation or liability claims shall be reported to OCC office.
4. Follow-up information on personal injuries (doctor's reports, insurance or worker's compensation reports etc.), shall be forwarded to the OCC Safety Manager within a reasonable timeframe.

Emergency Signals and Procedures

1. **Serious Emergency** - A single long blast from an air horn shall be given by the Project Superintendent in the event of a serious emergency on the site. These include serious or life threatening injury, severe weather or other impending natural disaster, or other emergencies not requiring immediate evacuation of the site. Please discontinue working and report to your foreman. Foremen shall report to the Project Superintendent for further instructions. Two quick blasts from an air horn shall signal the all clear.
2. **Evacuation** - Three or more long blasts from an air horn shall be given by the Project Superintendent in the event that total evacuation of the site is necessary. Immediately discontinue working and evacuate to a safe location (designated by project superintendent). Foremen shall account for all workers in their crew and shall report to the Project Superintendent. The Superintendent shall instruct the foremen according to circumstances to remain at the gathering location or retreat to a safer distance. Two quick blasts from an air horn shall signal the all clear.

Fire Prevention Program

1. OCC is committed to minimizing the threat of fire to employees, visitors, and property. It is the responsibility of the subcontractor to have their own Fire Prevention Program (FPP) and to instruct and train all employees in fire prevention and fire response.
2. Portable Heaters are discouraged from being used by subcontractors.
 - a. In the event that a portable heater is necessary, the subcontractor must request permission from the project superintendent. Subcontractors must then engage the services of a reputable vendor experienced and trained in this application and properly insured.
 - b. If utilizing equipment owned by the subcontractor, operator shall be properly instructed in its use.
 - c. All equipment shall meet all current safety standards, shall be installed and operated per manufacturers recommendations, and shall not be left unattended while in operation.
 - d. A fire extinguisher shall be located within 5' of heaters at all times.
 - e. Safe zones shall be clearly marked on the floor.
 - f. Storage or warming of materials is strictly prohibited in the safe zone.
3. When Cutting, Welding, and Open Flame Work are performed, the subcontractor shall at minimum insure the following:
 - a. All necessary hot work permits have been obtained prior to work beginning.
 - b. All cutting and welding equipment is inspected and operated by competent, trained personnel.
 - c. No cutting or welding shall take place on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
 - d. A fire watch has been established.
 - e. A fire extinguisher shall be located within 10' of all cutting, welding, or other hot work.
 - f. Proper PPE must be utilized.
4. All combustible materials must be properly secured and stored outdoors.

5. Smoking is prohibited in all OCC projects. Fines may be imposed and contracts terminated for repeat offenders.
6. OCC must establish and maintain a means of proper egress, and all exits must be marked by a readily visible sign.
7. Fire Extinguishers must comply with the following:
 - a. Readily available every 3,000sf.
 - b. Require an monthly inspection tag. Any defective device must be removed from service immediately.
 - c. Shall be located & labeled so it can be readily seen and accessible along normal paths of travel. In multi-story buildings, at least one extinguisher must be adjacent to a stairway.

Hazard Communication Program

1. Hazard Determination

- a. SDS supplied by the subcontractors and manufacturers shall be utilized in identifying hazardous materials.
- b. Subcontractors must submit all appropriate MSDS documentation to OCC office prior to beginning work on project site.

2. Labeling

- a. All containers on the jobsite shall be properly labeled by the responsible subcontractor.
- b. All labels shall clearly indicate:
 1. Identity
 2. Hazard
 3. Precautionary Statement
 4. Name and address of responsible party

3. Safety Data Sheets (SDS)

- a. SDS for all hazardous chemicals to which employees may be exposed will be kept at the corporate office and the jobsite field office.

- b. SDS will be available for review to all workers and employees. Copies will be available upon request within a reasonable time at the OCC field office.
- c. Notification of new or revised MSDS shall be posted per MIOSHA guidelines

4. Employee Information

- a. All known hazardous substances present on the site and location of SDS shall be disclosed to the workers in the mandatory Project Safety Orientation.
- b. When workers are required to perform work in areas known to contain hazardous materials, it is the subcontractor's responsibility to identify:
 - 1. Specific chemical hazards.
 - 2. Protection/safety measures the employee is required to take to lessen risks.
 - 3. Potential hazard reduction measures
- c. OCC will work with the subcontractor to the greatest extent feasible to limit exposure to the hazard(s).

5. Training

- a. Employers must provide employees with effective information and training on hazardous chemicals in their work area, and whenever a new hazardous chemical is introduced.
- b. Employees are required to wear and have appropriate training on PPE associated with each hazardous chemical being used.

Tool Box Talks

Tool box talks will be conducted weekly by the site Safety Representative or Project Superintendent. Tool box topics should be relevant to the construction activities taking place on the jobsite. The project superintendent will distribute and collect a signed sheet from each subcontractor each week. Foremen have the responsibility of reviewing this document with their crew members and submitting a signed copy to the project superintendent.

Safety Rules

ALL OCC SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.

- 1.No firearms, weapons, or explosives are allowed on the jobsite. Concealed Weapons Permits (CCW) do not apply to this jobsite. Police will be notified to remove any individual who is in violation of this policy.
2. Smoking is prohibited within project building(s), construction office(s), and all other facilities related to this project. Smoking is only allowed at locations as determined by OCC supervision.
3. Hard hats, safety shoes, safety glasses, and high visibility vests or shirts are required to be worn 100% of the time while on OCC jobsites. All other Personal Protection Equipment (PPE) shall be worn as required by MIOSHA standards.
4. Precautions should be taken to prevent burns, including sunburn. See medical attention for any serious burn received.
5. The use of illegal drugs or alcohol while on the project shall be cause for removal from the project. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery. The Safety/Drug Testing Policy has NOT changed due to the legalized prescription marijuana law.
6. Any worker suspected of being under the influence of drugs or alcohol, or is found to have caused an accident may be subject to screening.
7. Defacing or damaging jobsite facilities is forbidden. Anyone caught committing these acts may be prosecuted to the fullest extent of the law.
8. Do not perform work that you are physically or mentally unable to perform.
9. Lift correctly - with legs, not back. If load is too heavy, GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
10. Only trained operators shall be allowed to operate equipment. Operators shall provide a copy of their license to the superintendent prior to starting work and should

have it available upon request anytime thereafter. Personnel other than the operator are not allowed on equipment unless the piece of equipment is specifically designed for passengers or as dictated by MIOSHA standards.

11. Proper instruction in the use of power tools is required
12. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on or with the tool, nor interfere with the use thereof.
13. Gasoline powered equipment is NOT to be operated in any enclosed buildings without proper ventilation.
14. Do not enter barricade areas unless trained and authorized to do so and utilizing proper PPE. Barricade areas include, but are not limited to:
 - a. Caution or Danger tape of any color,
 - b. Guardrails,
 - c. Rope or Cables,
 - d. Visual markings, including signage and paint.
15. When working around operating equipment, stay in sight of the operator. If you can't see them, they can't see you.
16. It is the subcontractor's responsibility to follow all required manufacturer and MIOSHA guidelines when servicing, repairing, adjusting, fueling, or lubricating tools or equipment.
17. Subcontractors shall inspect all extension cords before use. Discard any damaged cords. OCC reserves the right to remove any extension cords it deems unsafe.
18. GFCI shall be installed at all temporary power sources.
19. The throwing of trash, tools, material, etc. from windows is prohibited due to risk of injury to workers below.
20. Report all chemical and oil spills, and any suspected hazardous materials to OCC supervision.
21. Stairwells, corridors & work areas shall be properly illuminated with either temporary or permanent lighting.

Safety Discipline

1. First offence: OCC project supervision shall give verbal warning to the offending party and record the name and company of the offender. A record of this incident should be included in the superintendent's daily report.
 2. Second offence: OCC project supervision shall give written violation to offender and crew foreman, record the name and company of the offender, and send copy of written notice to the proper authority of the offending party's company with a copy to the OCC project manager. A record of this incident shall be included in the superintendent's daily report. This written violation may carry a monetary penalty that can be deducted from the subcontractors contract amount.
 3. Third offence: OCC project supervision shall have offending party removed from the jobsite, and this party shall be banned from this site for the duration of the project. A written report shall be sent to the proper authority of the offending party's company with a copy to the OCC project manager and the company President. A record of this incident shall be included in the superintendent's daily report. This written violation may carry a monetary penalty that can be deducted from the subcontractor's contract amount.
 4. Committing unsafe acts and or practices that are considered Immediately Dangerous to Life and Health (IDLH) may result in immediate termination from the project.
- O'Brien Construction Company also reserves the right to immediately sanction a subcontractor. Sanctions include immediate abatement of the IDLH condition/hazard and issuance of fines to the subcontractor. O'Brien Construction Company reserves the right to terminate a contractor for IDLH safety violations. IDLH safety violations may include, but are not limited to:

- Failure to follow fall protections requirements.
- Failure to follow open hole protection requirements.
- Removing guard rails and not putting them back in place.

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- 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 proper PPE including reflective vest (bright color).
- Possession of firearms, explosives or dangerous weapons.
- Violation of project security rules and procedures.
- Entering a confined space without proper training, certification and/or adherence to procedures.
- Failure to follow lock-out/tag-out procedures.

While it is not practical to detail every circumstance or type of violation, the aforementioned items tend to be the most common. However, if workers fail to follow safe work practices not covered by this policy, disciplinary action and or fine will be assessed based on O'Brien Construction Company or on site Superintendent/Project Manager's assessment of the violation.

GENERAL SAFETY

Personal Protective Equipment (PPE)

1. All personal protective equipment shall be provided by subcontractors/ employees prior to the start of each job.
2. Personal protective equipment including hard hats, safety glasses, work boots and high visibility shirts must be worn 100% of the time.
3. Proper work attire consists of long pants (no shorts); a shirt with a minimum of 4 inch sleeves, and proper hard soled work shoes.
4. Fall protection is required for all trades when working at heights of 6' or more.
5. Protective gloves or clothing shall be worn when required to protect against a hazard.
6. A face shield or safety goggles are required when cutting, grinding, welding or power washing.
7. Hearing protection is required when working in areas where noise levels exceed 85

decibels, or normal conversation cannot be conducted, or when the area is posted as a noise hazard.

8. Dust masks or respirators shall be worn in all dusty environments. Pulmonary function testing, fit tests and written respiratory programs are required for respirator use.

9. All personal protective equipment must be inspected daily per MIOSHA standards.

Moving Equipment

1. All operating equipment shall be equipped with rollover guards per MIOSHA standards.

2. Operating equipment shall be equipped with a audible notifications, strobes and/or beacons per manufacturers requirements.

3. A spotter is required whenever a vehicle has a restricted view while operating on site.

4. Properly set-up barricades or traffic control zones when operating equipment near public roadways. When construction activities are at a peak level, the use of a spotter/traffic controller is permitted to help direct and control traffic.

5. Sub-contractors are required to conduct daily inspections of all equipment.

6. Employees assigned to traffic control duties must wear high visibility clothing per MIOSHA standards.

Excavating/ Site Utilities

1. The competent person must inspect the excavation:

a. Daily before work activities commences.

b. After a heavy rainfall.

c. At depths greater than 4' for oxygen deficiencies or hazardous atmospheres.

d. For failures of protective systems, equipment and adjacent structures.

2. Miss Dig must be contacted prior to starting any excavating.

3. When working in a trench 4 feet or more in depth, proper sloping, shoring, or other cave-in protection methods shall be utilized.

4. Ladders shall be provided at least every 25 feet for access to trenches exceeding 4 feet in depth.
5. Material and spoil piles shall be kept a minimum of 2 feet away from the edge of a trench.
6. All open holes, trenches, and excavations shall be barricaded and clearly marked to alert the public and other workers in the area.
7. Excavations and trenches may be confined spaces where air monitoring could be required.
8. All vehicles hauling soil from site must pull into site and turn around.
9. During construction and installation of elevator, subcontractor must properly barricade and secure pit area.

Crane & Rigging Safety

1. Must be included in a Pre-Task plan.
2. All operators shall be certified and cards submitted to project supervision before start of work.
3. All cranes are to be inspected on a daily basis.
4. All cranes must have proof of annual inspection.
5. Outriggers must be manufactured and be fully extended and on stable ground.
6. The swing radius of all cranes must be properly barricaded.
7. Subcontractor must submit a copy of the crane plan (operation, swing radius, etc.) to superintendent prior to the start of the project.

Fall Protection

1. Fall protection systems are required when exposed to heights of 6' or more.
Systems include:
 - a. Guardrails
 - b. Safety nets
 - c. Personal fall arrest systems

All systems must be inspected, constructed and installed per MIOSHA requirements.

2. When conducting roofing work, contractors are required to submit a pre-task analysis.
3. All holes/ floor openings greater than 2" in depth or diameter are required to be properly barricaded/covered or secured, and clearly marked with high visibility paint as a "hole". All hole/openings that are barricaded and covered shall be securely/mechanically fixed in place.
4. Contractors are required to maintain all fall protection devices.
5. If an employer can demonstrate conventional fall protection methods are infeasible or present a greater hazard, a fall protection plan may be implemented. The fall protection plan must comply with MIOSHA standards and include the following:
 - a. Site specific requirements/unique circumstances.
 - b. Prepared by a qualified person.
 - c. Supervised by a competent person.
 - d. Explain why conventional methods are infeasible.
 - e. Discuss the safety measures that will be taken to reduce or eliminate the fall hazard of the workers.
 - f. Describe all controlled access zones.
 - g. Require training for all employees.

Electrical

1. All temporary outlets must be equipped with GFCI's and electric receptacles.
2. Cords and tools must be inspected on a daily basis. If the insulation or casing of the cord is damaged, or the ground prong is missing, the cord will be cut by project supervision.
3. All cords must be 3 prong heavy duty cords and be protected from indoor/ outdoor traffic.
4. Portable generators must be provided with ground fault circuit interrupters.
5. Temporary lighting must be protected with safety guards.
6. Stairwells, corridors & work areas shall be properly illuminated with either temporary or permanent lighting.

Scaffolding Safety

1. Must be included in a Pre-Task plan.
2. All scaffolds must be erected and inspected daily by a competent person per MIOSHA standards.
3. Each work level of the scaffold system shall be full planked and overhang the end supports by a minimum of 6 inches and a maximum of 12 inches. Planking which does not meet this requirement must be cleated.
4. The scaffold system must have a ladder provided for access. Climbing the bracing is not acceptable unless the system has a built-in ladder for that purpose.
5. Scaffolding height must never exceed 4 times their minimum base dimension. If this is exceeded, the scaffold must be tied into the structure.
6. All working and walking levels must be fully planked and not overloaded.
7. Planks must be scaffold grade lumber. Cracks shall not penetrate more than 12 inches.
8. Riding of wheeled scaffolding is prohibited.
9. The footing or anchorage for scaffolds must be sound, rigid and capable of carrying the maximum intended load without settling or displacement.

Ladder Safety

1. Only type 1A ladders with a heavy duty rating are required.
2. No painted or aluminum ladders are allowed on site.
3. All ladders must extend a minimum of three (3) feet above the landing and be secured. If the ladder cannot be secured, it must be held at the bottom by another worker.
4. Keep ladder bases clear from debris, hoses, wire, materials, etc.
5. Use the "four and one" rule when positioning a ladder – one foot of base for every four feet of height.
6. Step ladders must be fully extended and locked into place. Placement shall be on stable surfaces.
7. Workers shall not straddle or stand on the top two rungs of a ladder, and shall work facing the ladder.

Aerial Work Platforms

1. Must be included in a Pre-Task plan.
2. Must be inspected daily.
3. Operated by trained and authorized personnel. Employees must have operator's certification readily available
4. All employees must wear a body harness and be tied off inside the basket when elevated at all times.
5. Lifts should only be operated in accordance with the manufacturer's manual.

Housekeeping

1. Subcontractors must properly dispose of all waste materials on a daily basis.
2. Subcontractors must properly store and secure all work material and equipment.
3. Site clean-up is required on a daily basis.
4. Stairways and passageways must be kept clear of debris.

SITE SPECIFIC SAFETY REQUIREMENTS

Site Work

1. Employees must wear proper PPE.
2. Subcontractors must maintain a clear path through the jobsite.
3. Storing of materials and goods will be located in a way as to prevent site congestion.

Concrete

1. All exposed rebar will be capped, or covered to protect against impalement or injury.
2. Employees operating equipment such as vibrators, pump nozzles, and/ or buggies will wear appropriate clothing and PPE, such as boots, eye protection and hearing protection. Long sleeve shirts will be worn to protect against the exposure of concrete.
3. Concrete contractor must appropriately barricade working area during concrete forming and after concrete has been poured.
4. Material used for formwork must be removed and properly disposed of. Subcontractor will remove all debris and conduct a cleanup of the work area daily.

Steel Erection

1. Subcontractor must conduct a pre-task analysis with the superintendent before all overhead hoisting activities take place.
2. The area of erection must be securely barricaded. If necessary, a controlled access zone may be permitted.
3. All steel erectors must wear appropriate PPE, including fall protection at heights greater than 6 feet and a face mask when welding.
4. Contractor must provide the following when using a crane
 - A. Crane operator certification
 - B. Crane plan, including staging area, swing radius and required barricades.

Block Masonry

1. Mason contractor must provide, if applicable, wall bracing plan prior to start of work
2. Competent person (foreman) must conduct daily inspections of scaffold equipment

3. Employees working within restricted fall zone must be trained and certified to work in restricted fall zone area.
4. Masonry block walls at heights of 8 feet or greater, not tied into the structure, must be adequately braced, per MIOSHA standards.
5. Restricted fall zone areas must be established prior to the construction of the wall, and will be restricted to employees who are actively engaged in constructing the wall.

Truss & Deck Framing

1. All walkways and working surfaces must be clear of debris to prevent tripping hazards.
2. Employees are required to wear appropriate PPE, including fall protection at heights greater than 6 feet.
3. Contractors must establish a controlled access zone to prevent other contractors from entering work area.
4. Trusses/Joists must be adequately braced to prevent falling or tipping.
5. Contractor must barricade crane swing radius when loading and setting trusses in place.

Window Installation

1. Prior to the installation of any window, the contractor must conduct a written pre-task analysis with the superintendent.
2. All window openings require a guardrail if the window sill measures a height below 39" and a width greater than 18".
3. When installing windows on the upper floors, the area below (ground level) must be properly barricaded.
4. Employees are required to wear a personal fall arrest system when installing windows on the upper floors.
5. If using any lifting devices (rough terrain, aerial), employees must:
 - A. Wear a personal fall arrest system

- B. Have operator's license to use equipment.
- C. Inspect equipment daily.

Roofing

1. Employees are required to use a method of fall protection. **Slide guards are no longer permissible.**
2. Employees are restricted from throwing material from roof. Contractor must set up a drop zone, which requires a barricade and a spotter.
3. Employees working on roofs must wear appropriate footwear that provides good traction.
4. Working surfaces must be free of tripping hazards (tools, cords, etc.) and must be clean to prevent material from falling below.
5. A written pre-task analysis is required and must be submitted to superintendent prior to start of work.
6. Employees must have proper and safe access to roofing surface. The use of any temporary ladder must be constructed per MIOSHA standards and properly secured to prevent movement.
7. Employees should refrain from working on the roof during inclement weather conditions.

Drywall

1. Daily cleanup is **required.**
2. A clear path must be maintained.
3. Proper storing methods are required.
4. Employees must wear proper PPE at all times.

Paint Primer

1. Contractor must submit all required MSDS.

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2. Employees must wear appropriate work attire and PPE, including face masks/ respirators when spraying paint. A written respiratory program is required as well.
3. Employees must use ladders/ lifts to reach difficult areas.
4. While painting/ priming, contractor must make sure work area is properly ventilated.
5. Contractor is permitted to set up a restricted work zone when spraying paint.
6. Properly store all paint material, and dispose of empty paint buckets daily.

Elevator Installation

1. During initial construction, elevator pit area should be properly barricaded and clearly labeled with high visibility paint.
2. Guardrails must be adequately secured per MIOSHA standards to elevator openings.
3. Employees working near open elevator shafts are required to wear a personal fall arrest system.

Site Logistics Plan

MAP OF NEAREST CLINIC

SEXUAL HARRASSMENT POLICY

Discrimination against any employee or applicant on the basis of the person's sex is strictly prohibited. Sexual harassment is a violation of state and federal law and will not be tolerated.

Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. It is stated or implied that submission to such conduct is a term or condition of a person's employment; or
2. Submission to or the rejection of such conduct by a person is used as a basis for any employment decision affecting such person, such as, but not limited to, pay increases, work assignments, promotions, performance evaluation, etc. or;
3. Such conduct has either the purpose or effect of interfering with a person's work performance or creates an intimidating, hostile or offensive work environment.

Any employee or applicant who feels that he or she has been subjected to sexual harassment should report any incidents of sexual harassment to his or her supervisor, or any member of management, without fear of reprisal.

The totality of the circumstances, the nature of the alleged harassment and the context in which the alleged incidents occurred will be investigated in determining whether alleged conduct constitutes sexual harassment. Every reasonable effort will be made to maintain confidentiality.

Violation of this policy can result in disciplinary action up to and including discharge.

DRUG FREE WORKPLACE

The Drug-Free Workplace Act specifically requires O'Brien Construction, Co., Inc. to notify each employee that, as a condition of employment, each employee must:

1. Comply with the company's Drug-Free Workplace Policy; and
2. Notify O'Brien Construction Co., Inc. of any conviction for a drug related offense committed in the workplace, within (5) five days of the conviction.

Any employee who violates this company policy will be subject to disciplinary action, up to and including termination of employment.

It is the subcontractor's responsibility to actively maintain a drug-free workplace policy for the health and wellbeing of their employees. Any worker on OCC jobsites found to violate any of OCC's or the employing subcontractors drug-free policies shall be subject to the appropriate disciplinary actions, including removal from the jobsite and/or dismissal.

O'Brien Construction Co., Inc.'s Drug-Free Workplace Policy prohibits employees from engaging in any of the following activities:

1. The use, possession, manufacture, distribution, dispensation or sale of illegal drugs on company premises or company business, in company supplied vehicles, or during working hours;
2. Unauthorized use of possession, or any manufacture, distribution, dispensation or sale of a controlled substance on company premises or while on company business or while in company supplied vehicles;
3. Storing in a locker, desk, automobile or other repository on company premises, any controlled substance the use of which is unauthorized;
4. Being under the influence of a controlled substance on company premises on while on company business, or while in company supplied vehicles;
5. Any possession, use, manufacturer, distribution, dispensation or sale of illegal drugs off company premises that adversely affects the individuals work performance, his own or others safety at work, or the company's regard or reputation in the community;
6. Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled;
7. Failure to notify the company of any conviction under criminal drug statutes for a workplace offense within five days of the conviction;
8. Refusal to sign a statement to abide by the company's Drug-Free Workplace Policy.