

**Hall-Taylor
Construction Company,
Inc.**

Safety Program

1. SAFETY POLICY STATEMENT

The management of Hall-Taylor Construction Company, Inc is deeply concerned about the safety of its employees. We realize that our people are our most important asset and further realize that the installation and maintenance of an effective safety program can benefit our company by protecting our employees. Because of this urgent need for a strong safety program, the management of Hall-Taylor Construction has decided to install, maintain and control a Safety Program as an aid in improving our workplace and insuring the safety of all employees.

We expect each employee to share our concern and accept responsibility for their own safety, and to recognize their responsibility, not only to themselves, but to their family, fellow workers, community and employer, all of whom are adversely affected when there is an accident. To do this, it is essential that each employee report to work rested, alert, free of drugs or alcohol, and fit to give their full attention to the job. Every employee will be subject to search and testing for drugs or alcohol upon employment and throughout their employment as a condition of employment. The Substance Abuse Policy of Hall-Taylor Construction Company covers the rules, procedures and discipline to be followed.

2. GENERAL RULES – SAFETY IS A REQUIRED PART OF YOUR WORK

These key points are a start....not the whole story. To learn how to avoid injury also read and heed manufacturers' instruction on equipment, labels, manuals, etc., and check with a supervisor for safety details.

You are NOT expected to take risks. The common sense, safe way is the best way to do each job.

1. Report to work rested, alert, free of drugs or alcohol, and fit to give full attention to your job.
2. Report any unsafe act or condition. Your active participation in the safety program is for your own protection.
3. Positively NO horseplay! Practical jokes often end up as serious injuries.
4. Operate all equipment **as instructed**. Ask a foreman if in doubt.
5. Report all accidents to a foreman or superintendent immediately (whether injury is involved or not). This could help prevent future accidents.
6. In the event you should feel ill, do not risk continuing to work. Report to a foreman and get medical attention.
7. Warning signs alert you to special hazards. Be aware and obey always.
8. Dress for your job. Loose fitting or torn clothing is dangerous around machinery. Protect long hair by wearing a cap or net.
9. If you are near electrical equipment or machines, avoid wearing metal jewelry. Necklaces, rings, bracelets, etc. can easily be caught in machinery.
10. Keep out of restricted areas. When entering an unfamiliar area, check safety precautions and comply.
11. Any injury must be reported right away. Even small cuts need first aid to prevent complications.
12. In case of fire, know procedures to report it without delay.
13. Wear sturdy shoes in good condition. If required, wear safety shoes.
14. Think NOW in case of fire emergency. Know how to operate fire extinguishers. Check gauges and report damaged or partially used fire extinguishers.
15. Compressed air is deadly under the skin. NEVER use to cool off, clean clothes, or in

horseplay! And, use caution with grease guns.

3. HOUSEKEEPING

1. Clean spills immediately and protect area until safe.
2. Take extra caution in bad weather...rain, snow , ice, high winds...
3. Report to supervisor any damaged floors, stairs, ramps, etc.
4. Keep cores and hoses, jack handles, creepers, etc. out of traffic areas.
5. Report or correct any leaks immediately.
6. Housekeeping is **everyone's** job, **everyday**! This means you.
7. Cover or protect any openings in floor.
8. Store hazardous or flammable materials in separate area away from heat. All hazardous materials should be clearly labeled.
9. Store cylinders upright, held securely, valves closed, caps on. Keep oxygen tanks at a minimum of 20' from combustibles, gas tanks, etc.
10. Keep these vital areas **clear and clean!**
 - Fire Extinguishers
 - Fire Exits
 - Electrical fixtures and switches
 - Heating equipment
 - Hazardous materials
 - Aisles and stairs
11. Trash Storage:
 - Always orderly
 - Emptied regularly
 - Away from heat
 - Keep oily waste in separate covered metal can
12. Storage Rooms:
 - Keep racks and shelving strong and orderly. Put heavy items on lower shelves. Stack securely.
 - No damaged cartons
 - Not too high
 - Nothing overhanging
 - Keep aisles clear
 - Wedge round stock
 - No overloading
 - Cross-tie piles

4. PERSONAL PROTECTIVE EQUIPMENT

On jobs or in designated area where specific hazards exist, specific personal protective equipment will be furnished or required.

1. **Safety glasses, goggles, or face shields** must be used when there is danger of flying particles, splashing liquid, or flashes from welding or laser.
2. **Hard Hats** where there is a danger of falling articles or whenever required.
3. **Gloves** where there is danger to the hands.
4. **Ear Plugs** or **Ear muffs** when the noise level exceeds 85 DBA.
5. **Safety Belts** or **harness** where there is a danger of falling.
6. **Dusts Masks** or **respirators** where there is a demonstrated need.
7. Any other personal protective gear as required by circumstances.

5. CHEMICALS

1. Read and follow all label “warnings.” It is important to keep chemicals in proper containers, and clearly labeled. If in doubt, check with your supervisor and Material Safety Data Sheets in the Hazardous Material Handbook.
2. When using chemicals, wear rubber gloves, face protection, respirator, apron, etc., as required. Have good ventilation. Know if fire. Heat, spark sources must be eliminated.
3. Gasoline must be transported only in approved containers. NEVER put in open pan or use as a cleaning solvent.
4. **NEVER** take gasoline for granted. It vaporizes fast and settles in low places. A spark can set it off.
5. **NEVER** wash hands in gasoline (use approved hand cleaners). Keep wipe rags out of pockets. If clothes get soaked by gasoline, change right away!

6. HAND TOOLS

Check all hand tools before using.

1. Are heads loose?
2. Are heads rounded over?
3. Are jaws spread?
4. Are handles slippery, split, or patched?
5. How are the working ends?
6. Use them right...
 - A file is **NOT** a pry bar
 - A screwdriver is **NOT** a chisel
 - A wrench is **NOT** a hammer
7. Put tools away...
 - NOT** overhead, underfoot, or on the edge of a work bench.
 - Orderly tool storage makes work easier and safer.
 - Use tools only in good condition.
 - Always use the right tool for each job...and use it correctly!

7. POWER TOOLS – ELECTRIC, AIR, and HYDRAULIC

1. Always read manufacturer’s instructions or ask a supervisor. Don’t learn by accident!
2. Be able to work safely. Clear the area and have good light.
3. Use safety glasses if buffing, grinding, driving, chipping, sanding, or drilling. Keep them handy...Get in the habit...Every time.
4. Machine guards must stay in place. All safety devices must be kept in good working order.
 - NO shortcuts!**
5. Gloves, loose clothing, metal jewelry and long hair can be dangerous around machinery.
6. Keep blades and cutter sharp and clean.
7. **NEVER** overload...use the right tool for the job.
8. Double check to remove adjusting key or tools **BEFORE** start up.
9. Before you start up...Safety Check. Insure that all systems are in good working order.
10. See any defects in equipment? Don’t use or leave it. Report it to your supervisor.
11. Clamp work. Holding in hand is dangerous.

8. ELECTRICAL TOOLS

1. Keep them grounded! Use 3-wire extension cords. Use GFCI (ground fault interrupter) system or assured grounding program.
2. DO NOT put cords through walls or staple to building.
3. **No** "do-it-yourself" wiring!
4. Let motors breathe...keep them clear of dust and clutter.
5. Protect cords from cuts., oil, and heat. If damaged, replace cord. (DO NOT PATCH!)
6. Keep outlets, switches, and junction boxes enclosed.
7. Bare wires, broken fixtures or outlets, etc. must be reported immediately.

9. MACHINERY AND GUARDING

1. **DO NOT** measure work, oil, or adjust machine while it is in motion!
2. **DO NOT** remove shavings from a machine with your hands.
3. Use or maintain machines only if authorized to do so. Know safety precautions.
4. When stopping a machine, DO NOT use hands or a make-shift device to slow it down.
5. **BEFORE** turning on power, have all safety guards in place and check that everyone stands clear.
6. **NEVER** tie down or block out guards.
7. **NEVER** leave a machine running unattended.
8. Give machinery your full attention and never leave it unattended. Keep others at a safe distance.
9. Keep machinery free of loose tools, rags, and clutter. Clean off scraps using a brush or stick (NOT hands).
10. Disconnect when not in use.
11. Keep bench grinder tool rest within 1/8" of wheel.
12. Never grind on the side of the wheel.
13. Never reach through or over a machine in motion. You risk getting caught in the mechanism.
14. Have only needed stock and materials on hand and piled securely. Don't let scrap accumulate.
15. Keep hands out of moving machinery. **SHUT DOWN, LOCK OUT, and TAG OUT** to repair, clean or adjust.
16. If unusual noise, heat, or sparks occur...shut it down and report immediately.
17. **NO** "Make-Shift" repairs.

10. WELDING/CUTTING

1. Keep all traces of oil or grease off oxygen acetylene equipment, gloves, hands or clothes.
2. Check valves, connections, and hoses for damage or leaks.
3. Keep fire extinguishers nearby.
4. Shield work area from bystanders. Work in ventilated area, clear of combustibles.
5. Use torch lighter....**NEVER** a match or cigarette!
6. After job – **shut off valves and bleed hose.**
7. Wear proper eye protection and required protective clothing. Button up collar and sleeves.
8. Open valves slowly, 1 ½ rounds. Keep wrench handy on valve.
9. **NEVER** work near gasoline, flammables or batteries. **BEWARE** of leaks!
10. Work on tanks or drums only after properly purged.
11. Avoid electric shock by checking all connections, effectively grounding the workpiece, and

- avoiding wet locations where possible.
12. Be alert to possible fire hazards. Move the object to be welded to a safe area or remove flammable materials from the work area. Always keep a fire extinguisher nearby.
 13. Follow the safety procedures required for each type of welding. READ WARNING LABELS!
 14. Check to see that equipment is in good condition before use.
 15. When working outdoors, weld sidewind of the fumes and gases produced.
 16. Before starting any special work (Ex. Stainless steel, lead, zinc, cadmium, coatings containing lead or mercury, or fluoride-containing material or fluxes) check for any precautions, permits, respirators, etc. required for the job.
 17. Report any defective equipment and hazardous working conditions.
 18. Never weld in an area where degreasing or other cleaning operations using organic solvents are performed.
 19. Use appropriate exhaust ventilation systems and avoid breathing the fumes.
 20. Never weld inside confined spaces without adequate ventilation or without using supplied air respirators.

11. MATERIAL HANDLING

1. Lift loads properly: Keep back straight, hold load firmly and close to your body – lift with your legs. If load is heavy, get help or use some mechanical means.
2. Use cranes, hoists, or power trucks only if authorized (special training for equipment operation is required).
3. NEVER assume truck, hoist, or crane operator sees you. Stand clear. Move well away from overhead loads.
4. Load should be picked up only when it is directly under the crane or hoist.
5. Be sure load is properly rigged and balanced. Check before lifting.
6. Be sure that all slings, chains, hooks, etc. are in good condition and properly used.
7. NEVER pass a load over anyone.
8. Load and unload to avoid stress and strain.
9. Use approved hand signals.

12. LADDERS AND SCAFFOLDS

1. Face ladder when climbing. Use both hands. Use hand line or material hoist to lift lbs. Do not lift electric tools by cord.
2. Use only sturdy ladders on a firm base. Angle of ladder at base should equal $\frac{1}{4}$ of ladder's working length.
3. Have ladder reach at least 3' above landing for easy access. Tie off ladder at top, and on long ladders secure bottoms and brace at mid-point.
4. Wood scaffold should be made of straight grain lumber free of defects and knots.
5. Scaffolds of more than 20' in height must be tied off.
6. Rails, midrails, and toe boards are required.
7. Scaffolds must be set on solid footings. All pins are to be in place. Platform planks should overlap support not less than 6" or more than 12" to be secured from shifting. Minimum width is two 12" or three 10" planks.
8. Always visually inspect scaffold **BEFORE** getting on!
9. Wear safety belt and tie off if there is no guard rail or no solid decking.

13. TRENCHING AND EXCAVATION

1. Before opening, locate and protect all underground utilities.
2. All open excavations should be either taped or barricaded.
3. Employee Protection:
 - a. Shore or slope back excavations more than 4' deep.
 - b. Keep excavated and other material at least 2' or more from the edge of the excavation.
 - c. Trenches more than 4' deep must have a ladder provided within 25 lateral feet of the working position.

14. BARRICADES AND HOLE COVERS

1. Excavations and openings in working surfaces MUST be protected with barricades or hole covers.
2. Barricades and/or signs must always be provided to warn of hazards such as overhead work, crane swings and excavations.
3. When a hole or floor opening is created during the performance of a work activity, a cover or a barricade must be installed immediately.

15. LOCK OUT – TAG OUT PROCEDURES

1. Before work is performed on machinery, electrical, hydraulic or pneumatic equipment or lines, be sure that the area or equipment to be worked on is isolated, locked out and properly tagged to avoid accidental starting.
2. Once the equipment, lines and valves are locked out and tagged out, check to be sure it is the right line, pipe, valve or switch. Test it.
3. When work is complete, remove locks, blocks, and tags and have equipment checked out.

16. CONFINED SPACES

1. Know what to expect:
 - a. Test for oxygen level.
 - b. Test for known hazardous gases.
 - c. Lock out and tag out all sources of power. (electric, hydraulic, fluid, etc.)
 - d. **VENTILATE...VENTILATE...VENTILATE**
2. Be prepared:
 - a. Have your crew trained.
 - b. Have personal protective equipment.
 - c. Know your escape route and procedures.
 - d. Have anchor person outside with rescue equipment and communication (walkie talkies, etc....)
3. Electrical:

Be sure that all electrical cords, lights, tools, etc....are on ground fault interrupters (GFI) circuits.

Sign and return this form to foreman or superintendent after you have read and understood.

EMERGENCY NOTIFICATION INFORMATION IN CASE OF INJURY

Name of person to notify _____

Relationship _____

Address _____

Phone _____

SAFETY STATEMENT

I understand that I am responsible for my own safety and the safety of my fellow employees. I understand I will be subject to search and testing for drugs and/or alcohol upon employment and throughout my employment as a condition of employment. I will immediately report any injury or accident to my supervisor.

I agree to follow all manufacturer's safety instructions, company safety instructions, the safety instruction of my supervisor, and other federal or state safety precautions.

I have read and will comply with the above statement and the safety rules listed in this booklet.

Your signature _____

This statement indicates your willingness to cooperate with our Safety Policy and federal safety law for your personal safety.

Your signature on this form DOES NOT in any way affect your eligibility to apply for Workmen's Compensation.