

## **JOB SITE SAFETY HANDBOOK**

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Silverline Construction is a company founded in the belief of excellence, excellence to project construction, customer service, and job-site health and safety. The following safety manual was created and is enforced to ensure our employees and our customers are in the safest working environment possible.

Silverline expects all employees to abide by the health and safety policies and procedures of our Company, State, Local and Federal laws and our Customer. Our employees take every precaution to prevent injury to themselves and to others and to prevent damage to property, while performing their duties on behalf of the company, whether on Company property, job sites, or not. Safety and Health violations will not be tolerated. Any violation is considered offensive and appropriate disciplinary action leading up to and not excluding written or verbal warnings, counseling, suspension, reassignment, demotion, or termination will be enforced.

It is our commitment to our employees and customers to:

provide a safe and healthy working environment for employees, customers and the public;

provide training, guidelines and instruction to management and employees in order to facilitate the promotion of health and safety awareness and a positive attitude toward health and safety;

ensure compliance with Customers' operating safety rules, procedures and practices;

encourage active employee participation and communication on health and safety issues;

conduct periodic audits and reviews of safety procedures;

ensure that health and safety are not subordinated to other business objectives.

### **General Safety Conduct**

Unsafe conduct, as evidenced by running, pushing, shoving, horseplay, etc. is prohibited on company property or on any job-site. These types of actions quite frequently lead to accidents and will not be tolerated. Such horseplay will result in immediate disciplinary action up to and including termination.

### **Tailgate/Toolbox Safety Meeting**

Silverline will conduct weekly tool box meetings for 15 to 20 minutes performed by foreman or superintendent. All on-site personnel will be required to attend. Additionally, daily "tailgate" meeting will be held to identify potential risks or problems and to quickly find resolution to them.

## **Wellness Activities/Programs**

Employees are required to participate in stretching exercises at the beginning of the work shift. See Supervisor for an exercise program specific to your work area.

## **Site Orientation**

Upon mobilization, Silverline employees will make themselves familiar with the project environment. The following areas will be identified before work begins:

Facility entry and Exit Points: specifically, emergency exits and safe assembly points in or around the work area. Emergency evacuations may be necessary and both primary and secondary exits must be located prior to the commencement of work

First Aid: Establish where the facility first aid station is located and/or ensure that a first aid kit is available and fully stocked and in the Field Services vehicle.

Fire-fighting Equipment in the Work Area: Ensure available fire extinguishers are A-B-C type.

Emergency telephones and emergency telephone numbers are located.

## **Job Coordination**

Project tasks will not be performed until the following requirements have been met:

Project specific site safety meeting has been conducted;

General working conditions (light, weather, noise, etc.) are adequate;

Company tools or your personal tools are in good condition and safe to use;  
All needed safety equipment is available and you are trained on how to use it;

You are aware of emergency evacuation routes and emergency weather procedures;

You understand who is in charge and you agree to comply with that person's emergency plan;

Job-site hazards have been clearly identified.

Every employee has the right to refuse to perform a job task, which he or she deems to be unsafe, until, (a) the unsafe situation has been corrected and/or (b) the employee has been trained to safely perform the job task.

## **Reporting Procedures**

It is the duty and responsibility of all Silverline employees to report the following issues:

### **Safety and Health Problems**

Personnel are required to actively participate in the identification and correction of unsafe acts and conditions and to report hazards to their immediate supervisor. If no supervisor is present, the site superintendant shall be immediately notified. Under no circumstances are employees to put themselves, others or the environment at risk in order to complete tasks.

### **Occupational Injuries and Illnesses**

All occupational injuries and illnesses resulting from accidents or chemical exposure must be immediately reported to the Site Manager/Supervisor.

### **Unsafe Conditions**

Anytime personnel encounter a situation which they feel is unsafe, they are to report it immediately to their supervisor or on-site superintendant.

\*\*\*Our personnel are authorized to proactively initiate corrective actions\*\*\*

## **Observance of Customer's Policies and Procedures**

Our customers will have their own internal safety and environmental policies and procedures. It is our commitment to work within the guidelines. Similarly, smoking, eating or drinking will not be allowed on a site except in areas specifically designated.

### ¢ Smoking

Smoking is allowed in designated areas, only both at our job site and our customer's facilities. Since customers may have more stringent requirements such as no smoking on job site area, we must comply with the customer's requirements.

## **Substance Abuse**

Working under the influence, possession, transportation, or consumption of alcoholic beverages or illegal drugs on or in company or job site property is prohibited. Termination and removal for job-site will be enforced immediately. Inability to perform job functions at full capacity and alertness could result in injury to personnel and will not be tolerated. Our customers may have more stringent requirements for drug/alcohol testing, work at their sites must comply with the customer's requirements.

¢ Pre-Employment and Post-accident drug screening is mandatory.

Drug use, whether legal or illegal, exposes everyone to potential safety hazards. The following rule s

*The use of hallucinogens, depressants, stimulants or other drugs which affect an employee's ability*

*At no time is it acceptable to have illegal drugs or alcohol in company owned vehicles or on ANY job*

### **Personal Protective Equipment (PPE)**

Under the Occupational Safety and Health Act (OSHA), the employer has the responsibility to provide a safe and healthy workplace for its employees. The employee has the responsibility to follow all safety rules and procedures and wear the appropriate equipment (PPE). The following PPE equipment is required by Silverline:

¢ **Safety Shoes / Gloves**

Above-the-ankle leather work boots that meet applicable standards are required at all times. Gloves must be worn when appropriate.

¢ **b) Hard Hats**

Hard hat use is mandatory while working on the job site. The only areas not requiring hard hats are vehicles, break areas, and areas specifically designated as "NO HARD HATS REQUIRED." Hard hats must meet ANSI standards in the US, and must offer protection from voltage, dropped or fallen objects and incidental head injuries such as standing up under open door panels.

¢ **Eye Protection Equipment**

Your eyesight is one of your most treasured possessions. For this reason Silverline has established rigid eye protection rules.

Industrial safety glasses are required on the job site. Site Managers/Supervisor will instruct personnel as to the specific eye wear requirements for their job.

Side Shields are required when wearing prescription glasses.

¢ **Hearing Protection**

Hearing protection is required when noise levels exceed 85dBA. As a general rule, use hearing protection if unable to carry on a conversation in a normal voice with someone standing next to you.

¢ **High-Visibility/Minimum Wearing Clothing**

a. Long Pants, Shirts w/ Sleeves & Work Boots are required at all times.

b. Safety color fluorescent vests are required in indoor or outdoor work areas.

**NOTE:** Hygiene is a problem with shared equipment. It is important to ensure that each employee always has their own personal protective equipment with them. Employees should never borrow anyone's equipment, as it may not be properly maintained.

### **Safety Equipment Inventory**

The following electrical safety items will either be issued to employees or made available:

Hard Hats

Safety glasses-non-metallic with side shields

Ear Protection

First aid kit

Flashlight-non-metallic

Fire extinguisher-required on each service vehicle

Flame retardant or flame resistant protective outer clothing

It is our responsibility to see that this equipment is in proper operating/calibrated condition before use. If personnel do not know how to use or apply any of these items, they should ask their immediate supervisor.

### **Tools and Equipment**

All tools and equipment shall be maintained in proper working condition. It is our responsibility to promptly exchange or replace tools that become unsafe or defective.

#### **¢ Portable Electric Tools**

At a minimum, the following is required:

Eye protection must be worn at all times

Make certain the tool is properly grounded or double insulated and in good repair;

Tools with frayed cords are not permitted;

Extension cords must be continuity checked for ground integrity once every three months, or a G.F.I. must be used.

#### **¢ Hand Tools**

All personnel are required to use good judgment when operating hand tools. The following are a few of the guidelines for a tool use:

Do not use defective tools. Notify your supervisor immediately so defective tools can be replaced.

Use tools only for their intended purposes.

Inspect handles of had tools for cracks and other defects.

Return all tools to their proper storage place when you have finished with them. Inspect the toolbox prior to use for any missing tools or equipment. Notify your supervisor immediately of the missing pieces so that they can be replaced. Make sure you have accounted for all of your tools before leaving the job site.

### **Housekeeping**

Housekeeping is the foundation of safety and is requirement on all job-site. When working on a site, Silverline employees are to obey all customer policies on housekeeping. At a minimum, the following must be observed;

Aisles, passageways and doorways (in particular, emergency exits) fire extinguishers or electrical panels must be kept clear at all times;

Store all materials, totes, etc. in the proper manner and places;

Spillage of oil, grease, water, etc. on the ground creates a serious slip, fall or fire hazard. Clean up spills immediately;

If materials are brought onto a customer's site, they shall remain the property of Silverline and shall be removed from the site.

### **Service Vehicles**

Personnel assigned a company vehicle shall maintain the vehicle in good condition, following the maintenance guide for the vehicle. Anyone that drives or rides in a company vehicle or in a personal vehicle on company business is required to use safety belts and comply with the applicable safe driving regulations/legislation of that area. Any use of legal or illegal drugs and/or alcohol will not be tolerated and disciplinary action up to and including termination will be enforced.

Remember – Use of seatbelts is required on any company business.

### **Parking Lot Safety**

Ample and safe parking is provided as a privilege that must not be abused. Be courteous, use good judgment and obey all posted instruction.

The speed limit in most parking lots is 5 mph.

Park within the lines defining the spaces. Do not park in disabled or visitor areas unless you are approved.

Keep vehicles locked at all times.

Be alert when walking to and from you vehicle, and when driving be courteous and alert to pedestrians.

Do not drive across aisles.

In inclement weather, it is advisable that you wear appropriate footwear to assist you while navigating through the parking lot to and from the plant.

### **Access Areas/Pathways**

At all times, every effort must be made to keep access areas and pathways clear. Access areas and pathways provide you with a way to quickly and safely evacuate the facility during an emergency. Anything left in an aisle will hinder an emergency evacuation and may increase your risk of injury.

### **Fire Protection Equipment**

Fire extinguishers and other fire protection equipment are intended to protect you, the facility and your job. In the event of a fire, it is imperative that this equipment be available and in good working condition. There will be several 2A 10BC fire extinguishers in all offices, vehicles and equipment. Do not place materials in front of fire equipment or fire exits. Tampering with emergency equipment is prohibited and will result in disciplinary action up to and including termination.

### **Environmental Awareness**

Always use appropriate containers that have been designated for storage of hazardous or non-hazardous wastes. Under no circumstances shall any chemicals be dumped or disposed of other than in the designated containers. Any spills are to be reported immediately to your Site Manager/Supervisor, Manager Administration or the Manager Environmental Affairs for your jurisdiction. The policies and procedures manual for Environmental Control is our guide for the prevention of uncontrolled emissions.

**\*\*\*Remember - never pour any substance into a lake, stream, or sewer drain\*\*\***



## SILVERLINE CONSTRUCTION SAFETY AGREEMENT

I, \_\_\_\_\_, have read the Silverline Safety Handbook for Silverline Construction and I attest that all safe practices have been explained to me, and that I understand them. I agree to comply with all company policies and practices and I understand that failure to comply could result in disciplinary actions, possibly leading to dismissal. If there are questions regarding these practices, I understand that it is my responsibility to ask my supervisor for an explanation of said questions. My signature and the date at the bottom of each page indicates that I have read and understand the Silverline Safety Handbook, and have no questions regarding their meaning, or the necessity of their enforcement.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX (A)

## IDENTIFICATION OF PLAN ADMINISTRATORS

The following persons are responsible for implementing the safety policies for Silverline Construction:

<b>Name</b>	<b>Title</b>
<u>Jeff Lively</u>	<u>Owner</u>
<u>Cody Iverson</u>	<u>Owner</u>

### Plan Administrators Responsibilities:

1. Employee Safety Training
2. Purchasing & distribution of Personal Protective Equipment
3. Updating & maintaining MSDS Manual
4. Safety Inspections of job-site & fire extinguishers
5. Record keeping & maintenance of documentation
6. Investigation of accidents

# **APPENDIX (B)**

## **EMERGENCY TELEPHONE LIST**

THE FOLLOWING LIST OF SERVICES, PERSONNEL, AND ORGANIZATIONS WILL ASSIST YOU DURING AN EMERGENCY:

### **EMERGENCY RESPONSE TEAM MEMBERS**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>PHONE NUMBER</u></b>
Jeff Lively	Owner/Project Manager	(605) 545 – 0667
Cody Iverson	Owner/Project Manager	(307) 689 - 5810

### **EMERGENCY RESPONSE ORGANIZATIONS**

**EMERGENCY CALL BOX #:** 2-911  
**FIRE DEPT:** ???  
**SHERIFF'S DEPT:** ???  
**HOSPITAL:** ???

### **LOCATION OF EMERGENCY EQUIPMENT**

FIRST AID KITS: Job Site Trailers, Vehicles, Job Site First Aid Box (YELLOW)

### **DIRECTIONS TO CLOSEST EMERGENCY MEDICAL FACILITY**



4. Distance from Power Lines									
<b>VIII. Site &amp; Public Protection</b>					<b>XII. Other (list)</b>				
1 Excavation /trenches					1 Dust control				
2 Earthmoving equipment					2 Owner Operators				
3 Forklifts					3 Underground alert system				
4 Fences					4 Sloping & Shoring				
5 Lighting									
6 Barricades					<b>XIII Scaffolds</b>				
7 Signs					1				
8 Rebar Cane					2.				
9 Ingress/Egress					3				
10 Supervisions					4				
11 Environmental Protections					5 Midrails & toe boards				
12. Attractive Nuisances					6. Safety belts, lifelines or				

**Comments of inspector:** \_\_\_\_\_

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**Signature of Inspector:** \_\_\_\_\_