

# **Greenleaf & Company, Inc.**

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## **Project Safety Orientation**

General Site Considerations

### **Hours of Work:**

It is important that we be as productive as possible and that all work be properly supervised. Therefore, we have implemented the following rules regarding work hours:

1. Work shall start no earlier than 7:00am. This will help us remain “good neighbors”.
2. Days and hours of work may be regulated by various factors including regulation within the homeowner’s area or the homeowner themselves. These rules and regulations or requests shall be adhered to and honored. No work will take place during any day or time that those regulations or requests restrict it.
3. No work may take place on the premise without the prior approval of the Greenleaf & Company field superintendent.

### **Cleanup:**

Because a clean job is a safe job and a safe job enhances productivity and quality, it is imperative that the premises be kept clean. Trash receptacles will be provided at convenient locations. Wrappers, paper cups and similar materials are to be placed in receptacles. Littering is strictly prohibited. Areas for coffee and lunch breaks will be designated. Eating and smoking in finished areas will not be allowed.

### **Parking:**

Due to the amount of parking being lost to storage and construction, and the limited amount of area available, we have to impose parking regulations. Construction workers may park only in those areas designated.

The site logistic drawings will help familiarize you with the location of the construction parking areas. Parking in non-designated areas is strictly prohibited. Construction workers who fail to park in the appropriate areas will be asked to move their vehicle. Any vehicles not moved immediately and parked in a properly designated area will be removed from the site.

**Deliveries:**

Deliveries should be scheduled with the Greenleaf & Company Field Superintendent who will designate the area for unloading and storage of material.

**Site Visitors:**

All site visitors MUST check in at the Greenleaf and Company Field Office before entering the work area. This includes all labor representatives. All visitors, if granted permission to enter the work area, must wear appropriate safety equipment. Hard hats and safety glasses at a minimum.

**Telephone:**

Arrangements with your company for required telephone calls should be made to insure that you could communicate with suppliers your office etc. Greenleaf & Company's Field office phones will not be permitted for your use.

**Compliance with Project Procedures:**

Failure to construction personnel to comply with the project safety and logistics requirements will result in infraction forms being issued to appropriate subcontractors for each incident and back charge against their contract.

The first infraction will receive a verbal warning from the superintendent on the project. A second infraction will receive a written warning. Further violations will result in a further written violation. In addition, the contract monthly payment will be withheld, and the due date for the amount will be extended one day for each day the violation occurs and continues.

The following are examples of infractions for which the violation penalty will be imposed:

1. Not wearing hard hat
- 2 Not wearing eye/face protection
3. Littering and housekeeping
4. Not parking in assigned parking areas

**SAFETY PROGRAM**

Greenleaf & Company has been charged with the responsibility of constructing this project in a safe, efficient and timely manner. We believe you are the most important ingredient in meeting those objectives. Therefore, the well being of all construction, visitors, and other project personnel is extremely important to us. We have established a safety program aimed at protecting the well being of everyone coming in contact with construction operations. All emergencies are to be handled through the Greenleaf &

Company field office. When emergencies or accidents occur on site that require the ambulance, police or fire department, the Greenleaf & Company superintendent is to be contacted as soon as possible. Detailed instructions for making a 911 call will be provided at the field office phone.

### **All Emergencies Call: 911**

First Aid supplies are available at the Field Office, but should also be provided by each contractor, sufficient for their scope of work and size of crew. Contact your supervisor or a Greenleaf & Company Superintendent for assistance. Remember: Any accident, no matter how small or seemingly insignificant, must be reported to a Greenleaf & Company's Superintendent.

Any people not committed to safety and who endangers themselves and/or others will be escorted from the site.

### **Priority Safety Requirements:**

It is required that all contractors and subcontractors comply with Greenleaf & Company's Safety Policies, OSHA Regulations and any State, Local or company safety requirements and the Greenleaf & Company Safety Manual which is available in the Greenleaf & Company's Superintendent's offices. In addition to the above

1. All construction personnel shall wear hard hats and safety glasses at all times when required for the task they are performing or being performed around them. Anyone refusing the Greenleaf & Company's field superintendents' request to wear a hard hat will be asked to leave the site. All personnel protective equipment is to be supplied by the employers to his/her employees. If it is necessary for Greenleaf & Company to supply such equipment an amount will be deducted from the monthly payment to cover the cost of the supplied equipment.
2. All employees shall wear appropriate dress: Specifically, long trousers, work shoes and T-shirts (as a minimum). Violators are not permitted on site and will be asked to leave until appropriately dressed.
3. The use, possession, sales, concealment, transfer or presence in the body of illegal drugs (or their metabolites), controlled substances, marijuana, mood or mind altering substances, designer and synthetic drugs, alcoholic beverages or drug paraphernalia on site is strictly prohibited. Violators will be escorted off site immediately, and appropriate law enforcement agencies will be notified.
4. The uses of radios, tape players or "Walkmans" are prohibited. They are proven safety hazards.
5. Floor openings will be covered and identified as such with appropriate marking. Under no circumstances will any person permit an opening to be left uncovered.

6. Guard rails and barricades will be erected and maintained. If removed for access, they will be replaced immediately by the removing party.
7. Signs and posters bearing pertinent regulations shall be used to convey warnings, directions, and instructions to personnel and the public as required by the contractor and the client. Company personnel and visitors while on the job shall require the observance of warning signs.
8. All employee accidents, no matter how slight, must be reported to a Greenleaf & Company's Superintendent and your foreman immediately.
9. Housekeeping, safety and efficiency go hand in hand. Always keep your job clean.
10. All projecting nails shall be removed or turned down immediately.
11. Familiarize yourself with the fire extinguishers and first aid locations.
12. Do not use defective or broken tools and equipment. Use the proper tool or equipment for any job you do.
13. Goggles and full-face protection, ear protection, protective clothing and footwear must be worn when chipping, grinding, welding cutting, and working with compressed air or when necessary to be close to such an operation being performed by another employee.
14. Riding on equipment or trucks is forbidden.
15. Do not attempt to lift or move heavy loads without adequate assistance. Learn to lift properly. Lift with your leg muscles, not your back.
16. Do not try to place speed above SAFETY. If each worker will be watchful of everyone else, as well as themselves, accidents can be held to a minimum.
17. Always face ladders when ascending or descending. Tie off all ladders and report and replace broken or unsafe ladders immediately.
18. Keep clear of swinging buckets, loads and counterweights. Never walk on the blind side of equipment.
19. Only authorized persons are permitted to operate specific equipment. Follow these regulations: No one but qualified personnel or electricians are to make repairs to or service electrical equipment.

20. No horseplay or scuffing is permitted. Offenders are subject to disciplinary action.
21. Familiarize yourself with the various materials used in your work and any potential health and safety hazards associated with them. Proper health and safety procedures shall be followed when dealing with hazardous substances.
22. Make sure visitors check in at the Greenleaf & Company Field Office.

**Enforcement:**

Safety requires continual emphasis, inspection and enforcement. In order to live up the standards set forth in the booklet, the following are necessary:

1. The Safety and Orientation Programs are a condition of all subcontracts.
2. The Greenleaf and Company's Superintendents will have responsibility for ensuring subcontractor compliance with the Safety Program. As such, he or a designated representative shall:
  - (a) Conduct weekly formal inspections of all construction activity and serve notices of violations to the responsible subcontractors for response in writing and corrective action within twenty-four (24) hours-

Failure to respond will result in Greenleaf and Company taking the necessary corrective action and withholding the monthly payment check on day for each day of the violation.

- (b) Conduct weekly "Safety Meetings" with all employees onsite. Minutes will be kept on file at the Greenleaf and Company site office. ALL EMPLOYEES ON SITE MUST ATTEND THE WEEKLY SAFETY MEETING.
  - (c) Maintain monthly "Incident Reports".
3. Each Subcontractor is required to designate a Superintendent or Foreman as their safety representative. This individual will be responsible and accountable for safety as it pertains to their company's jobsite operations. This individual will conduct "weekly tool box" safety meetings with their men. Discussion is to include accident's corrective actions and safety procedures on upcoming work. A record of each meeting shall be filed with the Greenleaf and Company's Superintendents.
4. The Greenleaf and Company's Safety Director or his designee will conduct weekly reviews of the Project Safety Program and issue a formal inspection report. He will meet weekly with the Greenleaf and Company Superintendents to discuss the report.

## **ACKNOWLEDGEMENT**

Orientation and Procedures

For Subcontractor Personnel

I, the undersigned, acknowledge receipt of the Orientation and procedures for Subcontractor Personnel. I have read and understand all the rules, regulations and procedures contained in this booklet. I also understand that compliance with these rules, regulations and procedures is a condition of my employment on this project.

NAME (please print):

Signature:

Date:

Company: