

GREENLEAF & COMPANY, INC.

Presents

“CONSTRUCTION IN PROGRESS”

A SAFETY GUIDE FOR HOMEOWNERS AND SITE VISITORS

Greenleaf & Company, Inc.

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A Safety Guide for Owners and Site Visitors

In addition to the quality of the produce we provide our clients, Greenleaf and Company, Incorporated prides itself in the quality of the construction safety program we put into action during the construction of your new residence.

Each subcontractor receives an orientation prior to working on site about the safety rules and regulations that we will be required to comply with. They are responsible and accountable for safety as it pertains to their company's jobsite operations. Greenleaf & Company Incorporated conducts "weekly tool box" safety meetings with all of the employee's onsite. Discussions include a phase of safety pertaining to the hazards they are currently working with, accident prevention, corrective actions to take and safety procedures on upcoming work. A record of each meeting is filed with the Greenleaf Superintendents. The Greenleaf Safety Director or his designee conducts weekly reviews of the Project Safety Program and issues a formal inspection report.

Safety is a main consideration and for that reason we have developed this safety guide for owners and site visitors. This guide is for those times when you are onsite and a Greenleaf representative is not available. Certainly, when visiting during working hours the Greenleaf superintendent will guide you as to any safety concerns.

We recommend that you inform the Greenleaf representative if you are planning to visit the site during off work hours. He can then provide you with any of the information or personal protective equipment required to make your visit to the site a safe one.

Construction sites are fascinating to children, but pose danger if they roam unsupervised on site. Greenleaf & Company has available a children's construction safety video and related items to make your child's visit to the site a safe one. If you would like, Greenleaf safety director can be utilized to meet with the children to show a safety video highlighting the safety concerns of the project.

When visiting the site after hours of work:

It is important that we be as productive as possible and that all work is properly supervised. There are times when you as a homeowner, architect, decorator, etc may visit the site when it is not occupied with workers or Greenleaf Supervision. We encourage you to review these rules when walking about the site when the supervisor is unavailable.

Cleanup:

Because a clean job is a safe job, and a safe job enhances productivity and quality, we insist that the premises be kept clean. Trash receptacles are 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 are designated. Eating and smoking in a finished area is not allowed.

There are circumstances when the job productivity gets so intense that cleanup at the end of the day is not possible. If you are walking around the site please be aware of the potential of tripping hazards such as wood, cords, hoses, stacked materials, loose fittings etc. The subcontractors certainly know where these are, but you as an owner may not.

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 logistics 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.

When parking on the site while the superintendent is unavailable, be careful to park in those areas designated. Other areas may contain obstacles or hazards, which you are unaware of.

Deliveries:

Deliveries should be scheduled with the Greenleaf safety director who will designate the area for unloading and storage of material. If you require a delivery during off hours, please let the supervisor know. We will make every effort to accommodate the delivery during work hours and assist you in where the material should be located in the event it is delivered during unoccupied hours.

Homeowners and Site Visitors:

All site visitors must check in at the Greenleaf construction site before entering the work area during the workweek. 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 are available in the Greenleaf field site.

We would request that if you anticipate that you will be visiting the site during off hours, make arrangements with the Greenleaf supervisor to ensure that all personal protective equipment is available during your visit. When site conditions warrant it, always wear a hard hat and safety glasses when walking around the site.

Telephone:

We recommend that you have a phone available during your visit in the event it is required for an emergency.

Emergencies:

Greenleaf & Company has been charged with the responsibility of constructing this project in a safe, efficient and timely manner. You as the client/owner are the most important reason we meet those objectives. Therefore, the well being of all construction, visitors, and other project personnel are extremely important to us. All emergencies are handled through the Greenleaf office. When emergencies or accidents occur on site that requires the ambulance, police, or fire department, the Greenleaf supervisor is to be contacted as soon as possible. Detailed instructions for making a 911 call are provided at the field office phone.

Emergency Call 911:

If an emergency arises while on site when no supervision is available, please call 911. Emergency numbers are available to contact Tom Greenleaf after hours if it is necessary.

First Aid:

First Aid supplies are available at the work site, and are also provided by each subcontractor, sufficient for their scope of work and size of crew. Contact the Greenleaf supervisor for assistance. Remember: Any accident, no matter how small or seemingly insignificant, must be reported to the Greenleaf supervisor.

If you are visiting onsite during off work hours the Greenleaf first aid kit may not be available. You should make sure that you have a first aid kit available in the event it is required during your visit to the site.

Safety: Everyone is Responsible

Your input regarding safety is welcomed and should be directed to the Greenleaf supervisor. If you identify a safety concern, please report it to the Greenleaf supervisor as soon as possible.

Priority Safety Requirements:

It is required that all contractors and subcontractors comply with Greenleaf Safety Policies, OSHA Regulations and any State, Local or company safety requirements and the Greenleaf Safety Manual which is available in the Greenleaf office. In addition to the above, the following are requirements of the subcontractors and are recommended for owners and others visiting the site when the Greenleaf supervisor is unavailable.

1. All construction personnel and visitors should wear hard hats and safety glasses when required for the task they are performing or being performed around them. All personnel protective equipment for the subcontractors is to be supplied by the employer to his/her employees. Greenleaf and Company, Inc. will supply hard hats and other required personal protective equipment to the owners and other visitors as required.
2. All employees and visitors should wear appropriate dress. We ask that you dress appropriately to ensure that your body is covered and not exposed to the possibility of injury. A most important consideration is shoes. Wear a shoe which will allow you to walk the site comfortably, is sturdy, and will resist punctures or tears.
3. The uses of radios, tape players or “Walkmans” are prohibited on the jobsite. They are proven safety hazards. If you are walking around the site be sure not to let anything distract you from paying attention to potential safety concerns, i.e., open trenches, tripping hazards, struck by and caught between hazards and electrical hazards.
4. Floor openings are covered and identified as such with appropriate marking. There may be times when openings like duct vent openings are uncovered during your visit. Please be aware of this potential when walking around the site.
5. Guard rails and barricades for fall protection are always erected and maintained. If they are removed for access, the removing party should have replaced them immediately. There is a possibility that when you are onsite that the guardrail has been removed. Please pay special attention to where you are walking to insure that the guardrail and handrails are secure. Do not go near any balconies or edges that do not have adequate fall protection. Handrails are an attraction to children. Please do not allow your children to play near or on the handrails or guardrails. These are temporary wooden handrails made out of lumber and there is potential for injury.

6. The contractor and the client use signs and posters bearing pertinent regulations to convey warnings, directions, and instructions to personnel and visitors as required. All visitors while on the job site should observe all warning signs.
7. Any accidents, no matter how slight, should be reported to a Greenleaf supervisor.
8. All projecting nails are usually removed or turned down immediately. Be alert for any that have not been removed or turned down.
9. While onsite during working hours, discuss safety with the Greenleaf supervisor. Familiarize yourself with the fire extinguishers locations in the event they are required during your site visit.
10. Do not touch or use any of the tools and/or equipment onsite.
11. Do not attempt to lift or move anything that might be in your way. Notify the Greenleaf supervisor at the next opportunity and he will arrange to have it moved for you.
12. We encourage construction workers not to try and place speed above SAFETY. We would encourage you to do the same. While walking about the site, be very careful to watch where you are walking. Never run or jump over anything.
13. Ladders may be required to access various levels prior to the stairs being installed. Construction personnel routinely climb these ladders. We would recommend that you don't climb the ladder without supervision.
14. Only authorized persons are permitted to operate specific equipment. Don't ever try to operate any of the equipment onsite.
15. Qualified technicians install plumbing and electrical devices in various stages. Do not operate any electric or plumbing device without prior knowledge that it is operable. Light switches, circuit breakers, temperature controls, water valves, etc., should not be used until it is confirmed by the Greenleaf supervisor that it is operable.

Safety required continual emphasis and attention to detail. As we endeavor to make your residence the quality product that you desire, we also insist that the project be constructed safely. Our safety program and its implementation have resulted in numerous awards throughout the years and will give us a sense of pride knowing that on our jobsites workers are a lot less likely to be injured. This guide is intended to make your site visit a safe one and we thank you for interest in the Greenleaf safety program. If you have any questions about anything in this guide, simply review it with the Greenleaf Safety Director and he will assist you.

Thank you for your interest in Greenleaf Safety program.