



Subcontractor Safety Orientation Package

The purpose of this package is to inform subcontractors of Essex G.C. Inc. Safety program and its requirements. Essex has implemented policies and procedures that will help develop an awareness of safe working practices for subcontractors and to aid us in our goal of “Zero Injuries and Accidents”. Each subcontractor must be familiar with the policies and procedures included in this package. Any questions should be directed to the jobsite superintendent.

Safety Program Goals

The following are the goals of Essex G.C. Inc. Safety Program in order to achieve our policy of safety excellence.

1. Provide all employees with the training and education necessary to achieve excellent safety performance.
2. Zero Time Loss Accidents.
3. Zero OSHA or other regulatory violations.

Subcontractor Requirements

The following are requirements of Essex G.C. for all subcontractors:

1. Each subcontractor must submit a site specific safety plan.
2. Subcontractors are to attend weekly “Toolbox Talks” Safety Meetings
3. Subcontractors are to have a “competent person” that has knowledge and authority to coordinate their activities and is the contact person for the project.
4. Each subcontractor is to have their employees review and understand information contained in the *Jobsite Safety Orientation Worksheet* and have safety sticker visible on hardhat.
5. Subcontractors are required to perform safety inspections of their work locations on a regular basis. Essex G.C. will also perform routine inspections and document findings. Corrective actions are expected to take place immediately for cited violations.

Jobsite Safety Rules

1. All employees, subcontractors, vendors and visitors must report to the construction office before entering jobsite.
2. Use and/or possession of intoxicants alcohol or drugs are strictly prohibited.
3. Hard hats shall be worn by all employees and visitors at all times.
4. Eye and face protection shall be worn whenever a potential hazard to the eyes or face exist.
5. Hard soled shoes are required. (Boots preferred). No tennis shoes allowed.
6. Long pants and shirts with sleeves are required at all times.
7. PPE including face protection, hand protection, ear protection, and respiratory protection devices will be worn where required.
8. Full Body Harness, Shock-Absorbing Lanyards, or other fall protection measures will be utilized when working at unprotected heights and when operating lifts.

9. No glass containers allowed on jobsites.
10. Do not remove, displace, damage, or destroy or carry off any safeguard, notice, or warning provided to make the workplace safe.
11. Only authorized personnel are permitted to operate equipment and/or vehicles.
12. All machinery must have back up alarms.
13. No riders on machinery or equipment. Seat belt use is required at all times.
14. No one shall enter a trench or excavation unless it is properly sloped, shielded or shored.
15. Only trained qualified operators shall use power-actuated tools.
16. All ladders used to access an upper level will extend 3' above the landing and be secured from movement. Always face ladders when going up or down.
17. Safety rails will be maintained at all times in all openings, stairways, and at building perimeter.
18. Flammable liquids must be kept in approved containers.
19. SDS sheets for any products used in the execution of work must be onsite, provide copies to site superintendent.
20. All subcontractors should have a First Aid Kit suitable for the amount of employees they have onsite.
21. Report all accidents, unsafe conditions and/or practices to your supervisor. These must be reported to the Essex GC. Superintendent immediately.

Protection of the Public

All personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc. as may be necessary.

Always give the public the “right of way.”

Enforcement / Discipline Policy

The followings procedures will be utilized in dealing with any subcontractor in violation of established safety policies and procedures:

1st Offense- Job site Orientation is first notification of Essex safety policies and considered first warning.

2nd Offense- Written Safety Violation, removal from jobsite for remainder of day.

3rd Offense- Written Violation, subject to ban from jobsite and or Essex G.C. projects.

Safety Citations are issued to document safety violations and disciplinary action taken.

Hazard Communication Policy

In order to protect employees from potential hazards associated with hazardous or toxic chemicals in the workplace the federal government and state have developed and enforced a “Hazard Communication Policy” or “Right to Know.”

All subcontractors on Essex Jobsites must:

1. Inventory all hazardous chemicals and compile a list of product names for chemicals onsite.
2. Obtain a SDS sheet on every hazardous chemical used on project.
3. Ensure all containers are labeled correctly.
4. Provide employee training in the proper handling, use disposal and personal protective equipment to wear when using hazardous chemicals.

Fall Protection

1. A fall protection plan must be provided by all subcontractors which will have employees exposed to falls greater than 6'.
2. Subcontractors must analyze all elevated tasks prior to assigning work to determine all existing and potential fall protection needs and to ensure adequate fall protection needs.
3. All employees exposed to fall hazards must be trained in accordance with OSHA 1926 subpart m
4. Personnel with potential fall exposures as required by OSHA are to have protection in place and in use.
5. A compliant fall protection system must be used by those workers whose work exposes them to a falling distance greater than 6'

Personal Fall Arrest System

- Must not be attached to guardrails, hoists, chutes, or any other object that has not been designed specifically for the purpose of fall protection.
- Must be designed to prevent the employee from falling more than 6 feet
- Anchorage used for attachment of fall arrest system must be capable of supporting at least 5000 lbs per employee using the system.
- Avoid tying lanyards or lifeline around sharp objects
- Always use self-locking snap hooks to prevent rollout
- The lanyard should always attach to the body harness between the shoulder blades. The shock absorber end of the lanyard shall be attached to the D-ring on the harness
- Employees who fall must be rescued promptly
- Fall protection shall always be protected from the weather, sunlight and temperature extremes. The equipment should be stored properly.
- An inspection must be performed on all harnesses, lanyards, lifelines prior to use.

General Safety and Health Provisions

Housekeeping / Clean Up

Clean up all areas each work day, including but not limited to jobsite, vehicles, shop, office, equipment, tools, etc. Each subcontractor is responsible for keeping their work area clean.

All vehicle must be free of loose debris, dirt, mud, etc., before operation on public roads.

Follow these steps to keep your work area clean:

- Inspect your workplace daily for debris. Dispose of wastepaper, empty cartons, garbage, and scrap materials.
- Clean up any spill on floors
- Keep isles and walkways clear of all obstructions. Stairways shall ALWAYS be kept clear and clean.
- Store materials neatly and keep them away from traffic areas and fire hazards
- Put tools back in proper places
- Use non-flammable containers of disposing of scrap and waste substances
- Know the locations of First Aid and firefighting equipment. Keep the route of access to this equipment free of debris

Fire Protection and Prevention

PASS is the word used to train people properly to use a fire extinguisher

P A S S Pull, Aim, Squeeze, Sweep

- Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed
- Aim the nozzle toward the base of the fire
- Squeeze to discharge the extinguisher while standing 8 feet away from the fire. If you release the handle the discharge will stop.
- Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully, it may reignite.

Four things that must be present to maintain a fire

- Fuel
- Heat
- Oxygen
- Chain Reaction...take away anyone of these and the fire is out.

Fire Protection and Prevention

Training

All subcontractors and vendors working on jobsite will be trained in the use of portable fire extinguishers, emergency plans and evacuations.

- A minimum of one ABC rated fire extinguisher shall be provided by subcontractors during all hot work operations
- A minimum of one ABC rated fire extinguisher shall be provided by subcontractors within 50' of flammables
- Store flammables liquids in approved containers only. Keep them away from open flame.
- Do not refill hot engines until they have cooled
- Know the locations of nearest fire extinguishers

Electrical

General Safety Practices

- Electrical equipment, including extension cords and power tools, shall be visibly inspected prior to each days use
- Any damaged equipment shall be removed from service immediately. Pay close attention for exposed wires, and missing ground plugs.
- Each employee shall be instructed in the recognition and avoidance of unsafe conditions
- Ground Fault Circuit Interrupters (GFCI) are required on all projects for all power tools using 110v
- GFCIs shall be placed at the power source
- Assume all power lines to be live, and maintain a minimum of a 10 foot clearance from all scaffolding, aerial lifts, and ladders
- All cranes, rigging, and load must be kept a minimum of 20 feet from all power lines under 350kV and 50 feet from all power lines 350Kv.
- Temporary lighting must be elevated so that it cannot be contacted by the employees

Electrically Safe Condition

- The most important principle of electrical safety is to assume all electric circuits are energized unless each worker involved ensures they are not. Every circuit and conductor must be tested every time work is done on them, Proper PPE must be worn until the equipment is proven to be de-energized.
- Electrical contractors shall be required to adhere to NFPA 70E

Ladders

1. Ladders shall be inspected before each use and maintained to provide a safe and serviceable tool
2. When a ladder falls or is severely struck, it shall be examined for damage
3. All defective ladders shall be removed from service and properly repaired or replaced
4. Metal ladders shall not be used for or in proximity to energized electrical circuits or during welding operations
5. Ladders placed near doors or passageways shall be protected from being struck by doors, employees or other traffic
6. During the use of a ladder they will be tied, blocked or otherwise secured to prevent movement during use
7. Ladders should be properly stored when not in use
8. Rungs must be free of damage
9. Portable rung and cleat ladders shall, where possible, be used at such a pitch that the horizontal distance from the top of the foot of the ladder is one-quarter of the working length of the ladder

10. Ladders used to access the upper floor, platforms, or roof must extend 3 feet above the egress point and be secured at the top. If the ladder cannot be secured and properly extended, an egress grab bar must be provided on both sides of the ladder
11. Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height
12. When ascending or descending, the user must always face the ladder and maintain three point contact at all times
13. Workers will face the climbing surface when climbing or working and maintain three point contact at all times
14. Ladders must be erected with a 4:1 ratio, for every 4 feet of working height, the base must extend 1 foot from a perpendicular line drawing from the top resting point
15. Materials and tools should be hoisted up or down ladders with a rope, cable or other safe hoisting methods
16. Access and egress points to the ladder will be free of debris and free of slippery surfaces
17. Two or more ladders will be used for access and egress in a work area of 25 or more employees
18. Ladders will be used for their designed use and within their design capabilities

Step Ladders

- Step- Ladders must be inspected before use
- Step- Ladders must be used only in a fully open position. They must not be used as a straight ladder or when partially open.
- The top platform of a step ladder may not be used.
- No more than one person will be allowed to work from a step-ladder unless it is specifically designed to accommodate more than one person

Forms

See attached sample “Subcontractor Safety Violation Notice”