

121 E Birch Ave

Suite 500

Flagstaff, AZ86001

LIC# B-01-145666

KA-206588

**NAU**

**ARD Campus Entry and Landscape**

**Babbit Administration Center Landscape**

**Site Specific Safety Manual**

E-Mail [kcs@kinneyconstruction.net](mailto:tk@kinneyconstruction.net) Tel (928) 779-2820 Fax (928) 773-4696

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# NAU ARD ENTRY AND LANDSCAPE - BABBIT LANDSCAPE– JOB HAZARD ANALYSIS

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# EMERGENCY RESPONSE PLAN

|  |  |  |
| --- | --- | --- |
| FOR: | NAU- ARD Entry and Landscape - Babbit Landscape | |
| JOB ADDRESS: | | ARD- 1395 S Knoles Dr (B-56) Flagstaff, AZ 86011  Babbit- 1900 S Knoles Dr (B-51) Flagstaff, AZ 86011 |

JOB PHONE CONTACTS:

|  |  |  |
| --- | --- | --- |
| Jobsite Superintendent: | fRANCOIS BADENHORST: | 928-310-8477 |
| PROJECT ENGINEER: | Callie gabelman: | 928-310-6907 |
| KCS office: | melissa holper: | 928-779-2820 |

# EMERGENCY PHONE CONTACT NUMBERS:

**\*IN THE EVENT OF AN EMERGENCY DIAL 911\***

|  |  |
| --- | --- |
| **FIRE DEPARTMENT OR POLICE:** | **DIAL 911** |
| **NEAREST MEDICAL TREATMENT:** | **Flagstaff Medical Center** |
| **FLAGSTAFF MEDICAL CENTER:** | |  |  | | --- | --- | |  | **928-779-3366** | |
| **KCS EMERGENCY CONTACT:** | **Francois Badenhorst** |
| **KCS CONTACT NUMBER:** | **928-310-8477** |
| **KCS MAIN PHONE NUMBER** | **928-779-2820** |

**\*ALL LIFE THREATENING INJURIES SHOULD BE TAKEN TO FLAGSTAFF MEDICAL CENTER EMERGENCY ROOM\***

**SEE DIRECTIONS NEXT PAGE.**

**DIRECTIONS TO FLAGSTAFF MEDICAL CENTER FROM ARD:** FROM THE JOBSITE, HEAD NORTH ON S KNOLES DR TOWARDS W RIORDAN RD, TAKE THE FIRST LEFT ONTO W RIORDAN RD, TAKE THE 1ST RIGHT TO STAY ON W RIORDAN RD, TURN RIGHT ONTO S MILTON RD, S MILTON RD BECOMES W ROUTE 66/I-40 BUS LOOP E, TURN LEFT ONTO N HUMPHREYS ST/US-180 W, TURN RIGHT ONTO W COLUMBUS AVE, TAKE THE 1ST LEFT ONTO N BEAVER ST.

SEE MAP BELOW



**DIRECTIONS TO FLAGSTAFF MEDICAL CENTER FROM BABBIT:** FROM THE JOBSITE, HEAD NORTH ON S KNOLES DR TOWARDS W RIORDAN RD, TAKE THE FIRST LEFT ONTO W RIORDAN RD, TAKE THE 1ST RIGHT TO STAY ON W RIORDAN RD, TURN RIGHT ONTO S MILTON RD, S MILTON RD BECOMES W ROUTE 66/I-40 BUS LOOP E, TURN LEFT ONTO N HUMPHREYS ST/US-180 W, TURN RIGHT ONTO W COLUMBUS AVE, TAKE THE 1ST LEFT ONTO N BEAVER ST.

SEE MAP BELOW



EMERGENCY RESPONSE TO HAZARDOUS SUBSTANCES

Please see KCS’s Hazard Communication Program Binder for Complete Details. Below is a brief overview of the action items required for all subcontractors working onsite as outlined in the KCS Hazard Communication Program:

* All subcontractors are required to maintain and adhere to their own Hazard Communication Program.
* All subcontractors are required prior to mobilization to submit a copy of their Hazard Communication Program to KCS for review. KCS will return the subcontractors Hazard Communication Program to them either “Approved” or “Revise and Resubmit”. The subcontractors program must designate the person responsible for obtaining and maintaining the SDSs.
* All subcontractors must include within their Hazard Communication Program an index list of the hazardous chemicals known to be used or kept onsite along with their corresponding SDS sheets. Upon KCS approval of the Hazard Communication Program all SDS sheets will be returned to the subcontractor for their use and safe keeping. Only a copy of the index list will be retained by KCS and kept within the jobsite specific KCS Hazard Communication Program Binder located in the jobsite office.
* All subcontractors are required to keep at all times a copy of their Hazard Communication Program including their SDS sheets onsite with them for the extent of the project. This documentation should be maintained by either the subcontractor’s onsite foreman or superintendent. The foreman or superintendent must allow access to their SDS sheets by employees at all times.
* All subcontractors are required to maintain an OSHA approved label on all containers of hazardous materials or chemicals onsite for easy interpretation of the required data.
* All subcontractors are responsible for their employees who may be “exposed” to hazardous chemicals when working to be provided information and trained prior to initial assignment to work with a hazardous chemical, and whenever the hazard changes. They must be aware of all hazardous chemicals they may be exposed to and have the knowledge of where to obtain substance-specific information on labels and SDSs specific to this jobsite.
* Each subcontractor onsite is responsible for ensuring all elements of their program are being implemented.

**IN CASE OF AN EMERGENCY REGARDING UNKNOWN SUBSTANCES:**

If any substance is found of unknown origin, KCS company policy is to **LEAVE IT ALONE**!

Immediately evacuate the area, and contact the nearest hazardous material response team by dialing 911. Do not allow employees on site until declared safe by the response team.

# 

# FIRST AID

Kinney Construction Services Onsite Employees Trained in Basic First Aid:

Jobsite Superintendent: Francois Badenhorst\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jobsite Assistant Superintendent : To Be Determined\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Engineer Callie Gabelman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager: Melissa Holper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A complete first aid kit is located in the KCS jobsite office**.

Kinney Construction Services has designated **Francois Badenhorst** as having adequate training to render first aid in the event of a medical emergency where emergency response time is in excess of 4-min. He will maintain an appropriate first aid kit and check it regularly to assure it is properly stocked.

Every employee shall be trained in emergency procedures:

* Jobsite Evacuation Plan
* Emergency Action Plan
* Hazardous Communications Program
* Shutdown procedures for equipment
* Types of potential emergencies according to jobsite layout

# POLICY STATEMENT

It is Kinney Construction Services belief that our people are our most important asset and the preservation of employee Safety and Health must remain a constant consideration in every phase of our business. We will provide the resources necessary to manage, control, or eliminate all safety and health hazards.

To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of management, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between management, supervisors and employees, but also between each employee and their fellow workers.

Our concern for safety and health of all human beings is daily, even hourly. We expect every person who conducts the affairs of our company, no matter in what capacity they function, to accept this concern and its responsibility. Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety and health must be observed. Safety equipment cannot be abused or destroyed.

All employees are responsible for working safely and productively, as well as recognition and awareness of hazards in their work areas. Employees are also responsible for following safe work practices, including the use of Personal Protective Equipment (PPE) where necessary. It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management’s highest priority, support, and participation.

**PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR**

**WORK SAFELY.**

I have read and understand the attached Kinney Construction Services Safety Plan’s policies and procedures and agree to abide by them. I have also had the duties of the position which I have accepted explained to me by my supervisor, and I understand the requirements of the position. I understand that any violation of the above policies is reason for disciplinary action up to and including termination from continuing work at Kinney Construction Services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kinney Construction Services Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kinney Construction Services Safety Program Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kinney Construction Services President

# GOAL

Safety begins at the top and goes downward throughout the company. The primary goal of Kinney Construction Services is to provide a safe place to work and continue operating a profitable business while protecting employees from injuries, illness or harm. This can be achieved in part by delegating responsibility and accountability to all involved in this company's operation.

**Responsibility**: Having to answer for activities and results.

**Accountability**: The actions taken by management to insure the performance of responsibilities.

In other words, to reach our goal of a safe workplace everyone needs to take responsibility and be held accountable. Each subcontractor is required to promote as well as enforce the goal.

Benefits of achieving our goals are:

* Preventing of injuries and accidents
* Preventing the loss of property and equipment
* Elimination of potential fatalities
* Elimination of potential permanent disabilities
* Elimination of potential OSHA violations
* Reductions in workers’ compensation costs
* Reductions in operating costs
* Having the best Safety and Health conditions possible in the workplace.

# MANAGEMENT COMMITMENT

The management of Kinney Construction Services is committed to the company's safety policy, and to provide direction and motivation by:

* Assigning our Safety Program Director &**Francois Badenhorst** as our Jobsite Superintendent the authority for implementation of the safety program at the **NAU ARD Entry and Landscape - Babbit Landscape Job Sites**
* Establishing company safety goals and objectives.
* Developing and implementing a written Jobsite Specific Safety and Health program.
* Ensuring total commitment to the Safety and Health program.
* Eliminate potential hazards by providing appropriate safeguards, personal protective equipment and safe work tasks.
* Facilitating employees’ safety training.
* Establishing the responsibilities, expectations, & requirements for management, employees and subcontractors to follow.
* Ensuring that management and employees are held accountable for performance of their safety responsibilities.
* Establishing and enforcing disciplinary procedures for employees of Kinney Construction Services and Subcontractors.
* Reviewing the Safety and Health program frequently, and revising or updating as needed.

# SUBCONTRACTOR SAFETY & COORDINATION MEETINGS

All subcontractors working onsite are required to have at least (1) competent person (supervisor/foreman) present during any and all operations. This supervisor will be required to attend any meetings called for by Kinney Construction Services related to safety or the operations of this subcontractor’s scope of work. If necessary coordination meetings and/or safety meetings will be held at Kinney Construction Services request to discuss the following items:

* Safety policies and procedures with superintendents and making recommendations for improvements.
* Reviewing accident investigation reports on all accidents and “near-misses”.
* Identifying unsafe conditions and work practices and making recommendations for corrections.
* Jobsite hazards, restricted areas, and changing conditions
* Follow up on all outstanding recommendations reviewed during prior safety meetings.
* Safety Tool Box Talk scheduled for that week.

The Superintendent must document & file the meetings using the form in Appendix A and by taking notes on the topics discussed. Blank copies of Appendix A are available upon request.

## 

## SAFETY “TOOL BOX TALK” MEETINGS

All employees of Kinney Construction Services are required to attend and participate in the weekly safety Tool Box Talk meetings. It is the option of the subcontractor whether their employees attend the KCS weekly Tool Box Talks. KCS strongly encourages that all employees onsite attend the KCS Tool Box Talks. If a subcontractor elects to not attend these meetings the subcontractor must provide documentation of their own weekly meeting held onsite with all of their employees working onsite for that week. This documentation must provide the topic discussed, facilitator’s name, and the signatures and printed names of those employees who attended the meeting. This documentation must be submitted to Superintendent **Francois Badenhorst** by noon on Friday. The KCS weekly “Tool Box Talk” safety meeting shall be conducted by **Francois Badenhorst** and will take place every Tuesday at 9:00AM. Problems that have arisen or that are anticipated shall be discussed along with other safety and health topics designated from the KCS Tool Box Talk Safety Meeting Subjects. Each week a new subject will be discussed. Subjects must be applicable in some way to the work taking place onsite. The meeting shall be kept a valuable educational experience by:

* Keeping the meetings moving.
* Starting and Stopping on time.
* Using illustrated material and demonstrations to make the point.
* Discussing each topic thoroughly, providing handouts if possible.
* Reviewing accidents, injuries, property losses, and “near misses”.
* Evaluating accidents, injuries, property losses, and “near misses” for trends and similar causes to initiate corrective actions.

The Superintendent must document the meetings using the form in Appendix C. Blank copies of Appendix C are located in the back of the Tool Box Talk Binder. The past Tool Box Talk meetings documentation will also be located in this binder.

# ASSIGNMENT OF RESPONSIBILITY

## SAFETY DIRECTOR

Kinney Construction Services employs a Safety Program Director. He can be reached at our main office phone number.

**Office: (928) 779-2820**

It shall be the duty of the Safety Director to assist the Supervisor/Foreman and all other levels of management in the initiation, education, and execution of an effective safety program including the following:

* Prepare the jobsite specific safety plan and other related documents for use onsite by the KCS Superintendent. Collaborate with the jobsite superintendent for feedback, concerns, and suggestions on the components of the safety plan. Convey expectations and responsibilities of the action items needing to be carried out in accordance with those stated within the safety plan in order to facilitate a safe jobsite culture.
* Provide the support and resources necessary to carry out all aspects of the jobsite specific safety program
* Introducing the safety program to new KCS employees through a detailed review of the KCS Safety Program.
* Monitor subcontractor supervisor and employee activity to ensure that the safety programs are carried out and by assisting in the execution of standard policies.
* Ensure the performance of superintendent responsibilities by monitoring and reviewing the completeness and efficiency of the carried out procedures and documents of the jobsite specific safety plan.
* Assist in the preparation of accident reports and investigations in a thorough and timely manner by maintaining all accident records and complete all required OSHA forms.
* Becoming thoroughly familiar with OSHA regulations and local and state safety codes.
* Emphasizing to employees that accidents create unnecessary personal and financial losses.
* Promote safety education on all levels
* Confirm that all required signs are posted, and bulletin boards are maintained in clear and legible condition.
* Assist as necessary with any safety meetings for KCS employees to refresh and reinforce the seriousness and standards required to conduct different work activities in a safe manner.
* At first notice of a major accident or death immediately head towards jobsite for support and investigation. Notify OSHA and Worker Compensation Carrier within 8 hours of such an accident/incident.
* Prepare all “Employer’s Report of Industrial Injury” within 10 days of any recordable accident/incident and mail copies to OSHA and Worker Compensation Carrier.
* Confirm that the site superintendent has the proper training and background to carry out the jobsite specific safety plan. KCS Jobsite superintendents are required at a minimum to have current CPR, First Aid, and OSHA-10 certifications. Coordinate any refresher training as necessary.

**ASSIGNMENT OF RESPONSIBILITY**

## SUPERINTENDENT

The Superintendent is responsible for safety, quality control, and efficient production. Safe workers are productive workers, and work quality improves when workers know they are working at a jobsite where hazards have been controlled or eliminated. As a management representative, the superintendents are responsible for worker safety at the jobsite. When promoting KCS’s jobsite specific safety program, the superintendents approach to safety and decisions they’ll make will set the tone for safety at the jobsite.

* Conduct New Employee Safety Orientations to all employees who will be working on the jobsite. Including but not limited to:
  + Review of the Site Specific Emergency Action Plan
  + Location and availability of the Site Specific Safety Plan
  + Endorsement of Policies & Procedures Acknowledgement
  + Subcontractor Competent Person’s Designations
  + Review of KCS Safety Enforcement and Citation
  + Review with subcontractor supervisors and foreman how to handle emergency procedures on the jobsite
* Subcontractors are required to notify **Francois Badenhorst** of any new employees coming to work on the **NAU ARD Entry and Landscape - Babbit Landscape** site in advance. These new employees are required to sign the Policies & Procedures Acknowledgement form located in Appendix B. Additional Copies of this form are available upon request. Completed forms are to be filed and kept onsite by the site superintendent.
* Conducting routine jobsite safety walks on a daily basis and follows up on corrective actions. Daily jobsite safety walks are to occur twice a day. Once in the morning and once in the afternoon. These daily jobsite walks are to be documented on the form located in Appendix E. A Jobsite Safety Inspection binder will include your blank copies of Appendix F as well as the completed forms. These inspection forms are to be turned into the main office every month.
* Conducting routine detailed jobsite safety inspections on a weekly basis and follow up on corrective actions. These weekly inspections are to be documented on the form located in Appendix D. A Jobsite Safety Inspection binder will include your blank copies of Appendix D as well as the completed forms. These inspection forms are to be turned into the main office every month.
* Complete in detail the KCS Accident/Incident Report and investigation for every accident, incident, and near miss, however slight that occurs to any employees or visitors onsite. Control the causes of minor incidents to help avoid future crippling accidents. Notify the KCS Safety Director of any accident, incident, or near miss as soon as the condition and/or personnel are safe. If unavailable contact the project manager immediately. Send completed report on each and every incident and accident that occurs at the jobsite to the Safety Director for filing and further investigation. If you have a question or require additional reporting forms, contact your project manager. In the case of a major accident or death contact President Tim Kinney and the KCS Safety Director as soon as the condition and/or personnel are safe.
* Maintaining adequate stock of first aid supplies and other safety equipment to insure their immediate availability. Record in detail all first aid rendered onsite by KCS.
* Maintain and collect the necessary SDS sheets applicable to the specific jobsite and HAZCOM Program. Confirm that all subcontractors are maintaining their own HAZCOM Program including a record of the responsible person for each subcontractor’s program.
* Procure and track all subcontractor required “Weekly Tool Box Talks” meeting documentation. Review to ensure the necessary information is provided.
* Properly document and conduct subcontractor safety and coordination meetings if held. This project does not require or anticipate the necessity for this type of meeting currently. It is left as the Superintendents discretion to determine when and if this might be necessary.
* Properly document and conduct job-wide safety meetings if held. This project does not require or anticipate the necessity for this type of meeting currently. It is left as the Superintendents discretion to determine when and if this might be necessary.
* Follow up on recommendations, suggestions, etc., made at any safety or coordination meetings. All topics of safety concerns must be documented accordingly.
* Know safety rules and work practices that apply to the work being supervised. Take action to confirm that all employees under KCS supervision understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
* Prevent bad work habits from developing. The superintendent is responsible to make daily observations of employees to ensure that they perform their work safely, and continue this observation regularly once safe working habits are established.
* Take action to correct or control hazardous conditions within work areas. If it is beyond control, remove the employee until the condition is safe. Eliminate unsafe conditions and prevent an accident.
* Encourage workers to report unsafe conditions or procedures. Listen to the workers and don’t take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager or safety director when necessary.
* Set a good example. Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
* Train your employees on the proper safety procedures to follow, including the use of additional safeguards such as machine guards or personal protective equipment.
* Make Safety Suggestions to the team in order to strengthen the safety program through experience and lessons learned.

**ASSIGNMENT OF RESPONSIBILITY**

## SUBCONTRACTOR’S SUPERVISOR/FOREMAN

The Subcontractor’s Supervisors and/or Foremen will establish an operating atmosphere that insures that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control.

* Subcontractors are required to notify **Francois Badenhorst** of any new employees coming to work on the **NAU ARD Entry and Landscape - Babbit Landscape**. These new employees are required to attend the jobsite specific new employee orientation and sign the Policies & Procedures Acknowledgement form located in Appendix B in order to commence work. Subcontractors are required to ensure that initial orientation to the jobsite of "new hires" is carried out by KCS Superintendent **Francois Badenhorst**. Subcontractor is responsible for orientation and training of “new hires” for specific duties, responsibilities, and job description.
* Subcontractors are required to make sure that if a “Competent Person” is required by OSHA standards, that one is present to oversee, and instruct employees when necessary. This “Competent Person” must be designated and documentation of Competency is required. KCS Site Superintendent **Francois Badenhorst** has Competent Person Designation forms which are required to be filled out by the Subcontractor’s Competent Person and documented prior to commencement of work. This person must have the training required to identify hazards as well as have the authority to control/eliminate them.
* Subcontractors are required to conduct a weekly “Tool Box Talk” safety meeting and must provide documentation to KCS Superintendent **Francois Badenhorst** of each weekly [/](http://youporn.com/)meeting held onsite by noon on Friday for that week’s meeting. This documentation must provide the topic discussed, facilitator’s name, and the signatures and printed names of those employees who attended the meeting.
* Each subcontractor must maintain their own HAZCOM program including up to date SDS sheets and a corresponding index. A record of the responsible person for each subcontractor’s program must be provided to KCS site superintendent prior to the start of work with hazardous material.
* Subcontractors are required to regularly emphasize that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of their contract.
* Subcontractors are required to identify operational oversights that could contribute to accidents which often result in injuries and property damage.
* Subcontractors are required to participate in safety and health related activities, including routinely attending safety meetings, reviews of the jobsite, and correcting employee behavior that can result in accidents and injuries.
* Subcontractors are required to spend time with each new person hired explaining the safety policies and the hazards of his/her particular work.
* Subcontractors are required to never short-cut safety for expediency, nor allowing workers to do so.
* Subcontractors are required to enforce safety rules consistently, and follow KCS’s discipline and enforcement procedures.
* Subcontractors are required to conduct a daily, job-site safety inspection of their employees and equipment and correct noted safety violations.
* Subcontractors are required to follow all OSHA and KCS Safety Requirements as stated in the Jobsite Specific Safety Plan and 29 CFR 1926.

**ASSIGNMENT OF RESPONSIBILITY**

## ALL EMPLOYEES/VISITORS

This section encompasses every employee working onsite at any given time. It is the duty of each and every employee to know the safety rules, and conduct his work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination from the jobsite. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired or arrive on the jobsite for the first time. Employee responsibilities include the following:

* Reading, understanding and following safety and health rules and procedures.
* Attending and understanding the KCS Jobsite Specific New Employee Orientation prior to starting work on the jobsite.
* Signing the Policies and Procedures Acknowledgement included in Appendix B.
* Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury and/or the work requires. PPE required at all times regardless of activity or hazards include hard hat, safety glasses, and safety vests.
* Wearing suitable work clothes as determined by the supervisor/foreman for the task at hand.
* Performing all tasks safely as directed by their supervisor/foreman.
* Reporting ALL injuries, no matter how slight to their supervisor/foreman immediately, and seeking treatment promptly.
* Knowing the location of first aid, firefighting equipment, and other safety devices.
* Attending any and all required safety and health meetings.
* Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
* STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION

# DISCIPLINE/ENFORCEMENT

Kinney Construction Services seeks to establish and maintain standards of employee conduct and supervisory practices which will support and promote safe and effective business operations.

These supervisory practices include administering corrective action when employee safety performance or conduct jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct undesirable employee behavior. Major elements of this policy include:

1. Constructive criticism/instruction by the Superintendents’ to educate and inform employees of appropriate safety performance and behavior.
2. Correcting employee’s negative behavior to the extent required.
3. Informing the Subcontractor that continued violation of company safety policies may result in termination from work and/or fines.
4. Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, Kinney Construction Services may choose any corrective action including immediate termination from the jobsite. In the event of multiple incidences over the course of work on the jobsite Kinney Construction Services will eliminate Verbal warnings and reconfigure the disciplinary actions to the most stringent enforcement to ensure safe practices are being followed. However, in most circumstances the following steps will be followed:

1. **VERBAL WARNING** informally documented, by superintendents or safety coordinator for minor infractions of company safety rules. Superintendents or safety coordinator must inform the employee what safety rule or policy was violated and how to correct the problem. The employee will also be informed that a second violation will result in a documented warning and employee will not be allowed on the jobsite for the rest of the day.
2. **WRITTEN WARNING & SUSPENSION**, from the jobsite for the rest of the day. If employee fails to appropriately respond or management determines the infraction is sufficiently serious. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in their personnel file.
3. **TERMINATION & FINE OF $500**, from jobsite for remaining duration of the job for repeated or serious safety infractions. Fines will be applied to the subcontractor responsible. If the violation is performed by a KCS employee permanent termination may be enforced as a result i.e. (All Major Violations)

**Superintendent Disregard for Enforcing KCS Safety and Health Policies & Procedures**

Safety Program Disregard Repercussions (Minor including PPE)

1. 1st offense: Verbal Warning and Probation
2. 2nd offense: $150 Fine Per Violation (Paycheck Deduct)
3. 3rd offense: $200 Fine Per Violation (Paycheck Deduct)
4. 4th offense: Termination from KCS Employment

Major Violations (Including Focus Four)

1. 1st offense: $200 Fine Per Violation (Paycheck Deduct)
2. 2nd offense: Termination from KCS Employment

(Paycheck Deductions to be Donated To United Way by KCS)

# CONTROL OF HAZARDS

Imminent danger situations brought to the attention of KCS shall be corrected immediately. Other unsafe conditions will be conveyed via a written hazard alert. The subcontractor, within one (1) working day of issuance, must correct the hazards and/or unsafe acts, or remove the defective equipment from the project. Upon expiration of the one working day (24-hour period), KCS may stop work until the hazard is abated. Lost time or lost productivity as a result of this hazard and/or safety violation will be at the sole cost of the subcontractor.

Where feasible, workplace hazards are prevented by the effective design of the job site. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthy exposure. Once a potential hazard is recognized, the elimination or control must be done in a timely manner. These procedures include measures such as the following:

* Maintaining all extension cords and equipment.
* Ensuring all guards and safety devices are working.
* Periodically inspecting the worksite for safety hazards.
* Establishing a medical program that provides applicable first aid to the site, as well as nearby physician and emergency phone numbers.
* Addressing any and all safety hazards with employees.
* KCS is responsible for providing egress and general site lighting.
* Subcontractor is responsible for his own trade work task lighting.
* No subcontractor is permitted to work in a hazardous atmosphere unless contracted to specifically do so.

Subcontractors encountering safety hazards that are out of their control or expertise to correct are encouraged to notify KCS of their concerns. Failure on the part of KCS to observe or deter unsafe work practices shall in no way relieve any Subcontractor of its safety responsibilities. Lack of cooperation in complying with project requirements will be considered non-compliance with the subcontract and may result in a remedial action including, but not limited to, withholding of payments due to the subcontractor, or correction of hazard by KCS with the cost deducted from the subcontractor’s remaining subcontract balance.

# FIRE PREVENTION

Fire prevention is an important part of protecting employees and company assets. Fire hazards must be controlled to prevent unsafe conditions. Once a potential hazard is recognized, it must be eliminated or controlled in a timely manner. KCS will be responsible for providing fire extinguishers in common areas. Each subcontractor shall be responsible for additional fire protection required by local, state or federal laws, ordinances or regulations, for their respective work, and areas including office, storage, and refueling areas. In the event fire extinguishers are discharged, they shall be replaced immediately. The following fire prevention requirements must be met for each site:

* One conspicuously located 2A fire extinguisher (or equivalent) for every floor.
* One 2A conspicuously located fire extinguisher (or equivalent) for every 3000 sq/ft
* A conspicuously located, 10B fire extinguisher for everywhere more than 5-gallons of flammable liquids or gas are stored.
* Gasoline and other flammable liquids shall be stored in an OSHA-approved safety can that is properly labeled with its contents.
* All equipment should be shut off before attempting refueling.
* There shall be no smoking or open flame in the vicinity of a refueling area. A fire extinguisher shall be readily available at each refueling area.
* Fuel storage areas shall be diked to contain accidental fuel spills.
* Storage of materials within 10 feet of fire hydrants is prohibited.
* Generators and internal combustion engines located away from combustible materials.
* Site free from accumulation of combustible materials or weeds.
* No obstructions or combustible materials piled in the exits.
* No more than 25-gallons of combustible liquids stored on site.
* No LPG containers stored in any buildings or enclosed spaces.
* Fire extinguishers in the immediate vicinity where welding, cutting or heating is being done.
* If temporary heat is utilized for any scope of work onsite, a fire watch during non-work hours is required.
* Use of a fire extinguisher is voluntary. If you choose to be a hero and use a fire extinguisher to put out a fire you must be properly trained for use of that fire extinguisher.

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# TRAINING AND EDUCATION

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees at the site. Training programs should be provided as follows:

* For all new employees before beginning work on the Jobsite (New Employee Orientation)
* When new equipment, materials, or processes are introduced
* When procedures have been updated or revised
* When experiences/operations show that employee performance must be improved
* Weekly through the use of “Tool Box Talk” meetings
* Foreman and Superintendents will be notified of all upcoming trainings during weekly Subcontractor Coordination and Safety Meetings
* Job-Wide Safety Meetings will be held at a minimum of once per quarter and as needed at the superintendents discretion

Besides the standard training, employees should also be previously trained in the recognition of hazards – be able to look at an operation and identify unsafe acts and conditions. A list of typical hazards employees should be able to recognize may include:

* **Fall Hazards** - Falls from- Floors, Roofs and roof openings, Ladders (Straight and Step), Scaffolds, Wall openings, Tripping, Trenches, Steel Erection, Stairs, Chairs
* **Electrical Hazards**- Appliances, Damaged cords, Outlets, Overloads, Overhead High Voltage, Extension cords, Portable Tools (broken casing or damaged wiring), Grounding, Metal Boxes, Switches, Ground fault circuit interrupters(GFCI)
* **Housekeeping Issues** - Exits, Walkways, Floors, Trash, Storage of Materials (Hazardous and Non-Hazardous), Protruding Nails etc,.
* **Fire Hazards**- Oily-Dirty Rags, Combustibles, Fuel Gas Cylinders, Exits (blocked) Trips/Slips Stairs, Un-even flooring, Electrical cords, icy walkways
* **Health Hazards**- Silicosis, Asbestos, Loss of hearing, Eye injury due to flying objects

Employees trained in the recognition and reporting of hazards and supervisors/foremen trained in the correction of hazards will substantially reduce the likelihood of a serious injury.

**NEW EMPLOYEE SAFETY ORIENTATION**

KCS will be responsible for providing a jobsite specific safety orientation to all workers before the start of their first day. Each subcontractor will be responsible for contacting the KCS jobsite office to schedule each worker for this training. Training shall include introduction to the Jobsite Specific Safety Plan, personal protective equipment requirements such as hard hats, safety glasses, ear protection, foot protection, and clothing. The jobsite specific emergency action plan and job-wide evacuation plan will be conveyed. Training for KCS employees should also include specific requirements concerning their immediate work tasks and hazards that may be encountered at that stage of construction. At this time individual review of the KCS Jobsite Specific Safety Manual is encouraged but not required. At the close of the orientation the Policies and Procedures Acknowledgements form must be accepted and signed in order to commence work on the jobsite. Copies of the Jobsite Specific Safety Manual and Emergency Action Plan will be offered for the employees to keep.

**COMPETENT PERSON DESIGNATION**

Subcontractors are required to make sure that if a “Competent Person” is required, that one is present to oversee, conduct and instruct employees when necessary. This “Competent Person” must be designated and documentation of competency is required. KCS Site Superintendent **Francois Badenhorst** has Competent Person Designation forms which are required to be filled out by the Subcontractor’s Competent Person and documented prior to commencement of work.

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# OSHA RECORDKEEPING AND LOG REVIEW

In the event of a fatality (death on the job) or catastrophe (accident resulting in hospitalization of three or more workers) contact Tim Kinney and the KCS Safety Director immediately. Their contact numbers’ are:

Tim Kinney’s Office: (928) 779-2820

KCS Safety Director: (928) 779-2820

The Safety Coordinator will in turn report it to the Arizona OSHA Office at (602) 542-4411, within 8 hours after the occurrence.

If an injury or accident should ever occur, you are to report it to your supervisor/foreman as soon as possible. After the victim is in the care of an emergency health care professional the subcontractor’s supervisor/foreman is to physically meet with the responsible superintendent for that site to fill out an Injury and Illness Incident Report. If a witness was present at the time of the incident they are required to fill out an Incident Witness Report. A log entry and summary report shall be maintained for every recordable injury and illness. The entry should be done within 7 days after the injury or illness has occurred. It is KCS’s intent to fill out the necessary reports as soon as possible in order to provide the most accurate description of incident that occurred. The OSHA 300 and KCS Incident form shall be used for the recording. An OSHA recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid.

First Aid includes:

* Tetanus shots
* Band-aids or butterfly bandages
* Cleaning, flushing or soaking wounds
* Ace bandages and wraps
* Non-prescription drugs at non-prescription strength (Aspirin, Tylenol, Etc.)
* Drilling fingernails/toenails
* Eye patches, eye flushing and foreign body removal from eye with Q-tips
* Finger guards
* Hot or cold packs
* Drinking fluids for heat stress

An annual summary of recordable injuries and illnesses will be posted at a conspicuous location in the workplace and contain the following information: Calendar year, company name, establishment name, establishment address, certifying signature, title, and date. If no injury or illness occurred in the year, zeroes must be entered on the total line.

The OSHA logs will be evaluated by the KCS executive management to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies.

**GENERAL JOBSITE RECORDKEEPING**

Records must be maintained and kept up to date by the superintendent at each jobsite and/or home office. If there is no superintendent, then this responsibility lies with the foreman or project manager. These records must be available for review at all times. The following records are maintained and located in the jobsite office.

1. Jobsite Daily & Weekly Inspection Checklists
2. Weekly Safety Tool Box Talks
3. KCS Material Safety Data Sheets
4. Jobsite Specific Safety Plan Manual
5. Subcontractor Coordination & Safety Meeting Notebook & Log
6. OSHA Training Requirements Records
7. OSHA Poster Explaining Employee Rights
8. List of Approved Forklift Operators
9. Hazardous Communications Program
10. Jobsite Specific OSHA Required Recordkeeping
11. Jobsite Specific New Employee Orientation Program
12. Equipment Preventative Maintenance if applicable

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# ACCIDENT INVESTIGATION

Accident investigations are not made to place blame, but to determine unsafe acts and conditions which led to the accident so that corrective action can be taken. A reportable accident will be one which requires one or more visits to a doctor, clinic, or hospital.

**Superintendents**

* Provide first aid, call for emergency medical care if required.
* If further medical treatment is required, arrange to have an employer representative accompany the injured employee to the medical facility.
* Secure area, equipment and personnel from injury and further damage.
* Contact Safety Coordinator.

**Safety Coordinator**

* Investigate the incident (injury)--gather facts, employee and witness statements; take pictures and physical measurements of incident site and equipment involved.
* Complete an incident investigation report form and the necessary workers’ compensation paperwork within 24 hours whenever possible.
* Insure that corrective action to prevent a recurrence is taken.
* Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
* Discuss incident with other supervisors/foremen and other management.
* If the injury warrants time away from work, insure that the absence is authorized by a physician and that you maintain contact with your employee while he/she remains off work.
* Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by the physician.
* When injured employee(s) return to work they should not be allowed to return to work without “return to work” release forms from the physician. Review the release carefully and insure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.

**Distribution**

Kinney Construction Services will retain copies of all Incident Investigation Reports. Copies of all Incident Investigation Reports will be forwarded to the president for review and follow-up.

# CODE OF SAFE PRACTICES

**General Highlights (For a complete list see Appendix H)**

* Access to this site is restricted to employees and to those authorized by the Kinney Construction team.
* The use and/or possession of intoxicants, alcohol, or drugs are strictly prohibited.
* Workplace violence will not be tolerated and will result in immediate termination and possible criminal prosecution.
* Employees and visitors must wear hard hats at all times.
* Long pants, hard-soled shoes (no tennis shoes), and shirts with 4" minimum sleeves are required at all times.
* Eye protection must be worn at all times by all employees and visitors.
* Reflective Safety Vests must be worn at all times by all employees and visitors.
* Hearing and respiratory protection devices must be used when required.
* No employee is expected to undertake a job until that person has received adequate training.
* All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
* No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
* Only qualified trained personnel are permitted to operate machinery or equipment.
* All injuries must be reported to your supervisor/foreman immediately upon occurrence.
* Manufacturer’s specifications /limitations /instructions shall be followed.
* Particular attention should be given to new employees and to employees moving to new jobs or doing non-routine tasks.
* Each employee in an excavation/trench shall be protected from cave-ins by an adequate protective system.
* All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
* All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
* All scaffolding shall be erected in accordance with the CFR 1926.451 subpart L. Standard guardrails for fall protection and ladders for safe access shall be used.
* All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof footgear shall be provided.
* To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
* All floor openings, open sided floor and wall openings shall be guarded by a standard railings and toe boards or cover.
* The employer shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks.
* All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
* No construction loads shall be placed on a concrete structure or portion of a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.
* A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
* Subcontractor Supervisor/Foreman and employees must evaluate workplace conditions
* Subcontractor Supervisor/Foreman and employees must minimize or eliminate potential hazards.
* Subcontractor Supervisor/Foreman and employees must provide employees safe properly maintained tools & equipment.
* Subcontractor Supervisor/Foreman and employees must provide employees with appropriate personal protective equipment and how to use it.
* Subcontractor Supervisor/Foreman and employees must warn employees of potential hazards and notify KCS jobsite superintendents of any discovered.
* Subcontractor Supervisor/Foreman and employees must provide medical exams when required.
* Subcontractor Supervisor/Foreman and employees must provide training required by OSHA standard.
* Subcontractor Supervisor/Foreman and employees must comply with OSHA standards.
* Subcontractor Supervisor/Foreman and employees must wear your personal protective equipment.
* Subcontractor Supervisor/Foreman and employees must report any job related injury or illness to KCS and seek medical treatment immediately.
* Subcontractor Supervisor/Foreman and employees must cooperate with the OSHA compliance officer in the event of an inspection.
* Subcontractor Supervisor/Foreman and employees must exercise your rights under the OSHA Act in a responsible manner.

**KCS Jobsite Supervision Policy**

All work performed and managed by KCS requires adequate day to day supervision. This generally exists when KCS supervises the output, product, or result to be accomplished by the KCS employee’s & subcontractor’s work. When KCS self performs work the means, methods, and processes by which the work objective is accomplished must also be supervised. When KCS is managing a subcontractor the KCS supervisor is responsible for ensuring that the subcontractor is providing adequate supervision to provide the means, methods, and processes in a safe manner and per the construction documents. In order to successfully meet these objectives KCS Supervisors must be onsite daily to ensure that this is happening safely and within the constraints of the project requirements. An authorized KCS Supervisor is anyone who has been trained in Basic First Aid and has demonstrated that he is fully educated, knowledgeable, & competent in identifying and controlling the hazards of the work being performed by KCS and the Subcontractors of KCS. Anytime a KCS Supervisor leaves a jobsite that he is solely responsible for supervising he must ensure that hazardous conditions and hazardous actions are not present or likely to occur in his absence. He must also ensure that the subcontractors left onsite to perform their work are being supervised by their own supervisor competent in identifying and controlling the hazards for the work being performed by that subcontractor. A copy of the subcontractors’ supervisor’s competent person form must be completed and on file in the jobsite office. The subcontractors’ supervisors left onsite must also be notified of any instance where the KCS Supervisor is leaving the site, when he’ll return, and how he can get in contact with him in case of an emergency. If any one of these procedures is not in place the KCS Supervisor is not authorized to leave the jobsite until adequate supervision within these guidelines can be adhered to. All conditions of jobsite supervision requirements may be increased based on the contract requirements, accident records, and project manager’s & safety director’s discretion at any time.

**KCS Jobsite Fencing/Security Policy**

Secured Site Fencing is required anytime when a jobsite is located near or on a school, day care, residential neighborhood, pedestrian thoroughfare, park, recreation facility, or similar condition where an attractive nuisance may occur and hazardous conditions are not able to be controlled while the jobsite is closed. This type of condition must be addressed during a pre-job hazard assessment performed by the KCS Supervisor. If a jobsite does not have any hazardous conditions left during closed hours a jobsite fence is not required. Secured Site Fencing is defined as a six foot chain link fence that is self-supported and able to be closed off and locked. Secured Site Fencing may be required to be erected at anytime during the course of the project based on continuous hazard assessment, contract requirements, and/or the project manager’s & safety director’s discretion.

**Personal Protective Equipment (PPE)**

**Eye and Face Protection**

* Safety glasses must be worn at all on times when using any hand/power tool and/or operating equipment where an apparent eye hazard exists. Safety glasses must be worn whenever exposed to any form of concrete operation.
* Eye and face protectors – select based on anticipated hazards. Tinted glasses are not allowed to be used inside the building.

**Foot Protection**

* Construction workers must wear work shoes or boots with slip-resistant and puncture-resistant soles.

**Hand Protection**

* Gloves should fit snugly.
* Subcontractors must wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

**Head Protection**

* Hard hats must be worn at all times on the Jobsite. Hard hats – routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition. Hard hats are not permitted to be worn backwards.

**Hearing Protection**

* Use earplugs/earmuffs in high noise work areas where power tools or heavy equipment are used; clean or replace earplugs regularly. If a hearing hazard exists, protection must be worn.

**Safety Vests**

* Reflective Safety vests or safety t-shirts must be worn at all times when heavy equipment, boom lifts, forklifts, or scissor lifts are onsite whether in operation or not.

**KCS Jobsite PPE Requirement Clarification**

All jobsites require the use of various types of PPE (Personal Protective Equipment) dependent on the Hazards that each employee is exposed to or may potentially be exposed to. Exposures to hazards are determined by a hazard assessment performed by the KCS Supervisor. No matter what the Hazard Assessment determines it is required that at a minimum Hard Hats, Safety Vests, & Safety Glasses are worn at all times by all employees, subcontractors, & visitors while on any jobsite controlled by KCS. A jobsite controlled by KCS as a General Contractor is considered to be a “Jobsite” until the AHJ (Authority Having Jurisdiction) determines that the jobsite is safe for occupancy by the public in which they will issue a C of O (Certificate of Occupancy). For Jobsites that a C of O is not anticipated to be obtained such as a civil project the use of the minimum requirement PPE is required as long as work is being performed onsite by KCS or any other subcontractors. For Jobsites controlled by other General Contractors the minimum PPE requirements hold true until a C of O is obtained and the other General Contractors site requirements for PPE are upheld. At all times the KCS Supervisor on any jobsite must be thinking and observing the site in the terms of Hazard Assessment to determine if PPE policies might need to be increased based on the changing conditions and operations on that particular site.

**Construction Hazards FOCUS FOUR**

**To Prevent Falls**

* Subcontractors must wear and use personal fall arrest equipment.
* Subcontractors must install and maintain perimeter protection.
* Subcontractors must cover and secure floor openings and label floor opening covers.
* Subcontractors must use ladders and scaffolds safely.

**To Prevent Struck-By**

* Subcontractors must never position themselves between moving and fixed objects.
* Subcontractors must wear high-visibility clothes near equipment/vehicles.

**To Prevent Caught-In/Between**

* Subcontractors must never enter an unprotected trench or excavation 5 feet or deeper without an adequate protective system in place; some trenches under 5 feet deep may also need such a system.
* Subcontractors must make sure the trench or excavation is protected either by sloping, shoring, and benching or trench shield systems.

**To Prevent Electrocutions**

* Subcontractors must locate and identify utilities before starting work.
* Subcontractors must look for overhead power lines when operating any equipment.
* Subcontractors must maintain a safe distance away from power lines; learn the safe distance requirements.
* Do not operate portable electric tools unless they are grounded or double insulated.
* Subcontractors must use ground-fault circuit interrupters for protection.
* Subcontractors must be alert to electrical hazards when working with ladders, scaffolds or other platforms.

# EMPLOYEE EMERGENCY ACTION PLAN

**The Jobsite specific emergency action plan can be found in Appendix F& G.**

1. KCS onsite Superintendents will be notified of an emergency by whoever is able to notify them in the safest fastest manner.
2. KCS onsite Superintendent to sound the Air Horn with a single blow.
3. In the event of an emergency all work is to cease operation. This will be alarmed by the single blow of an Air Horn. If you hear an Air Horn stop work and report to your supervisor/foreman.
4. The Nearest KCS Supervisor will report to the site of the accident.
5. Responding KCS Supervisor to call 911, if medical attention is required.
6. All job foremen must report to the Emergency Meeting Area that is identified on the site logistics map and immediately account for all of their personnel.
7. KCS Superintendent will sound the Air Horn after the emergency vehicle has left the site.

**EMPLOYEE EMERGENCY ACTION PLAN:**

**The Job-Wide Evacuation plan can be found in Appendix F& G.**

1. Responding KCS Supervisor to call 911.
2. Responding KCS Supervisor to continuously sound the Air Horn.
3. All jobsite personnel are to report to the Emergency Meeting Area identified on the site logistics map.
4. An announcement will be made at the Emergency Meeting Area when work can continue.

**FIRE & OTHER EMERGENCIES**

* **Emergency escape procedures**: Immediately leave the building through the closest practical exit. Meet up at the foremen’s truck.
* **Accounting for Employees:** Foreman/Supervisor is to account for all employees after emergency evacuation has been completed and assign duties as necessary.
* **Means of reporting fires and other emergencies:** Dial 911 on the cell-phone, report the location of the emergency and provide directions to the responders.
* **Further Information:** Contact the Safety Coordinator or further information or explanation of duties under the plan.

**ALARMS SYSTEMS/EVACUATION:** Kinney Construction Services establishes the call: Fire, Fire, Fire: (el fuego, el fuego, el fuego) by any employee, as the signal to immediately evacuate the building/facility for: fire and other emergencies.

**TRAINING:** Before implementing the emergency action plan, a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees will be designated and trained.

The plan will be reviewed with each employee covered by the plan at the following times:

1. Initially when the plan is developed or upon initial assignment.
2. Whenever the employee's responsibilities or designated actions under the plan change.
3. Whenever the plan is changed.

The plan will be kept at the worksite and made available for employee review.

# APPENDIX A – SAFETY MEETING SIGN IN



APPENDIX A

**WEEKLY SUBCONTRACTOR SAFETY & COORDINATION MEETING**

Date\_\_\_\_\_\_\_\_\_\_

**SIGN-IN SHEET**

**Name (print) Company Signature**

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Superintendent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX B –POLICIES AND PROCEDURES ACKNOWLEDGEMENTS

APPENDIX B

**POLICIES AND PROCEDURES ACKNOWLEDGEMENTS**

I have read and understand the attached Kinney Construction Services **NAU ARD ENTRY AND LANDSCAPE - BABBIT LANDSCAPE** Specific Safety Plan’s policies, code of safe practices, and procedures and agree to abide by them. I have also had the duties of the position which I have accepted explained to me by my employer, and I understand the requirements of the position. I have been trained in proper egress and the emergency action plans specific to this jobsite and have no further questions regarding them. I understand that any violation of the above policies is reason for disciplinary action up to and including termination from continuing work at the **NAU ARD Entry and Landscape - Babbit Landscape**. In summary to the policies and procedures of the Site Specific Safety Plan it is my responsibility to maintain and/or make an effort to:

* Evaluate workplace conditions
* Minimize or eliminate potential hazards
* Use only properly maintained tools & equipment and know how to use them
* Use appropriate personal protective equipment and know how to use it
* Warn KCS Supervisors of potential hazards
* Provide medical exams when required
* Read the “IT’S THE LAW” poster
* Comply with OSHA standards
* Follow my employers’ safety rules above and beyond those stated within KCS’s
* Report any job related injury or illness to KCS and seek medical treatment immediately
* Cooperate with the OSHA compliance officer in the event of an inspection
* Follow the KCS Code of Safe Practices
* Exercise my rights under the OSHA Act in a responsible manner

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| KCS Jobsite Superintendent |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Subcontractor’s Name |  |
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| Employee’s Name |  |
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| Employee’s Signature | Date |

# APPENDIX C – WEEKLY TOOL BOX TALK SIGN-IN



APPENDIX C

**WEEKLY TOOL BOX TALKS**

Date\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jobsite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGN-IN SHEET**

**Name (print) Company Signature**

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Instructor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX D – WEEKLY JOBSITE INSPECTION FORM

APPENDIX D

Weekly Jobsite Inspection Checklist

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Yes No N/A**

**1.0 Jobsite Recordkeeping/Postings in compliance?**  \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1.1 Project library complete with all subcontractors’ safety programs/MSDS? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

* 1. Posted - OSHA poster, physician panels, emergency phone #’s, KCS signage? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
  2. Subcontractors site-specific fall protection plans reviewed by Superintendent? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
  3. Safety orientation documentation filed in field office? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1.5 Subcontractor weekly safety meeting documentation filed in field office? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1.6 Insurance certificates filed in field office for all subcontractors on site? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

* 1. Approved forklift driver list current? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1.8 First aid kit located in jobsite office and maintained properly? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**2.0 Fall Protection in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

2.1 Fall protection used by all employees with fall exposure 6 ft. or greater? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2.2 Fall protection provided for all open sided floors, decks, leading edges,

walkways, floor holes, and wall openings? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2.3 Guardrails constructed per OSHA? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2.4 Warning lines constructed/placed per OSHA? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2.5 Floor hole covers constructed per OSHA? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2.6 PFAS being used properly when required? 5000# Anchor points? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2.7 PFAS is use when using personnel boom lifts? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**3.0 Electrical in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

3.1 GFCI installed on temporary power? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3.2 Panels, pull boxes, outlets, etc. covered properly or guarded? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3.3 Temporary lighting meets OSHA requirements? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3.4 Electrical equipment free from recognized hazards? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3.5 Flexible cords equipped with ground pins and strain relief? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3.6 Flexible cords not frayed/damaged insulation? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3.7 Electrical panels/rooms labeled “DANGER – High Voltage” (Eng. & Span.)? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3.8 Lockout/Tagout program/policy implemented per OSHA? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**4.0 Excavation/Trenching in compliance?** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.1 Competent person supervising excavation operation? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.2 Proper shoring, sloping or benching for type of soil? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.3 Safe egress within 25’ of employees in excavation? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.4 Material & equipment 2’ back from edge of excavation? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.5 Roads, sidewalks, adjacent structures supported/shored? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.6 Atmosphere tested for hazards periodically, if applicable? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.7 Trench boxes in good condition & used per OSHA? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4.8 Tabulated data for trench boxes on file in KCS field office? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**5.0 Struck-By avoidance precautions in place? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

5.1 Hard hats & eye protection worn by everyone? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

5.2 Screens erected on scaffolding or area barricaded, where applicable? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

5.3 Toe boards/orange fence around inside perimeter of building, where applicable? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

5.4 Safety devices for all pneumatic tool connections are in place? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**6.0 Cranes & Rigging in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

6.1 Annual crane inspections for all cranes on site filed in KCS field office? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

6.2 Boom angle, load and hand signal charts posted? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

6.3 Swing radius protection in place? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

6.4 Chokers, slings and hooks in good condition? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

6.5 Tag lines used to control swinging loads? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**7.0 Ladders & Stairs in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

7.1 Ladders not broken or defective? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

7.2 Ladders extend 3’ above upper level? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

7.3 Ladders secured at the top and bottom? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

* 1. Ladders being used properly? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

7.5 Guardrails along all stair openings \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

7.6 Pan stairs filled? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**8.0 Scaffolding in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

8.1 Scaffold constructed/inspected by competent person? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

8.2 Are scaffolds properly constructed and secured? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

8.3 Guardrails installed on all open sides or PFAS in use? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

8.4 All cross bracing and locking pins installed? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

8.5 Work platform planked full width of scaffold? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

8.6 Safe access to work platform provided? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

8.7 Engineered scaffold built per design? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**9.0 Welding & Cutting in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

9.1 Gas/O2 cylinders stored properly? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

9.2 Proper eye protection, gloves, clothing used? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

9.3 Gauges, valves & hoses in good condition? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

9.4 Flashback prevention devises at torch/regulator? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

9.5 Welding cables and connectors in good condition? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

9.6 Shields used during arc welding where applicable? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

9.7 Fire extinguisher in the immediate area? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**10.0** **Fire Prevention/Housekeeping in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

10.1 Fire extinguishers located every 100’ of travel distance inside buildings? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

10.2 Fire extinguisher (20#BC) within 75’ of fuel storage area? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

* 1. “No Smoking” signage located at fuel storage area? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
  2. LP Gas cylinders secured/stored properly? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
  3. Fire extinguishers inspected/maintained properly? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

10.6 Temporary Siamese fire department connection identified outside build? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

10.7 Good housekeeping? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**11.0 Heavy Equipment and Motor Vehicles in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

11.1 Orange vests worn by employees working around heavy equipment? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

11.2 Back-up alarms on equipment operational? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

11.3 Seat belts worn on all heavy-duty equipment? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

11.4 All forklift operators are trained/qualified (KCS employees on approved list)? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**12.0 Power-operated Tools in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

12.1 Are employees using powder-operated tools trained – card? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

12.2 Are powder-actuated tools being used properly? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

12.3 Are all required guards on power tools? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**13.0 Public and Property Protection in compliance? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

13.1 Outside perimeter of site free of hazards related to construction activities? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

13.2 Fence barricades, lights and proper signage in place? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

13.3 Permits obtained for lane/sidewalk closures? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

13.4 Lane closure DOT signage in place? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

13.5 Proper flagging operations in place? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

13.6 Employee(s) flagging wearing reflective orange vests? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Inspection report completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX E – DAILY JOBSITE INSPECTION FORM

APPENDIX E

NAU ARD ENTRY AND LANDSCAPE - BABBIT LANDSCAPE-Daily Jobsite Inspection

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A.M. INSPECTION:**  **Yes No N/A**

**WERE ALL WORKERS WEARING REQUIRED PPE?** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

IF NOT, WHO, WHAT, WHEN AND WHERE WAS THE VIOLATION AND WHAT ACTIONS WERE TAKEN?

**WERE ANY UNSAFE CONDITIONS DISCOVERED?** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

IF YES, WHAT, WHEN AND WHERE WAS THE UNSAFE CONDITION AND WHAT CORRECTIVE ACTIONS WERE TAKEN?

**WERE ANY UNSAFE ACTIONS BEING COMMITTED?** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

IF YES, WHO, WHAT, WHEN AND WHERE WAS THE UNSAFE ACT AND WHAT CORRECTIVE ACTIONS WERE TAKE?

**P.M. INSPECTION:**  **Yes No N/A**

**WERE ALL WORKERS WEARING REQUIRED PPE?** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

IF NOT, WHO, WHAT, WHEN AND WHERE WAS THE VIOLATION AND WHAT ACTIONS WERE TAKEN?

**WERE ANY UNSAFE CONDITIONS DISCOVERED?** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

IF YES, WHAT, WHEN AND WHERE WAS THE UNSAFE CONDITION AND WHAT CORRECTIVE ACTIONS WERE TAKEN?

**WERE ANY UNSAFE ACTIONS BEING COMMITTED?** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

IF YES, WHO, WHAT, WHEN AND WHERE WAS THE UNSAFE ACT AND WHAT CORRECTIVE ACTIONS WERE TAKE?

# APPENDIX F – EMERGENCY ACTION PLAN

**APPENDIX F**

**SITE SPECIFIC EMERGENCY ACTION PLANS**

First Responder to Scene of Accident to Immediately Report Accident to Site Superintendent **Francois Badenhorst**, or call 911 which ever contact is most immediately necessary.

All jobsite personnel to stop work at the sound of the Emergency Air Horn and report to their supervisor/foreman. Horn will sound once for an injury. Horn will continuously sound for job-wide evacuation.

Responding KCS Supervisor to report to site of the accident.

Responding KCS Supervisor to call 911, if medical attention is required and not already done so.

All jobsite foremen are to report to the Emergency Meeting Area that is identified on the Site Logistics Map and immediately account for all of their personnel. In the event that personnel cannot be accounted for, the jobsite foreman is responsible for contacting the superintendent and making them aware of it.

An announcement will be made at the Emergency Meeting Area after the emergency vehicle has left the site before workers may return to the site and commence work.

K

C

S

**Job wide Evacuation**

Responding KCS Supervisor to call 911

Responding KCS Supervisor to continuously sound the Emergency Air Horn.

All jobsite personnel to report to the KCS Site “Emergency Meeting Area “as indicated on the map

Here all employees are to report to their Foreman/Supervisor to be accounted for and to remain at this location until further instruction is given by KCS Site Superintendent **Francois Badenhorst**.

An announcement will be made by **Francois Badenhorst** at the meeting area when work can continue.

**Site Logistic Map**

The Attached Site Logistics Map provides the project site layout including emergency access location. This site map will be posted as necessary at the jobsite office and posting areas.

**KCS Site Supervisor Emergency Action Procedures – See Attached Appendix G**

**Site Logistic map Babbit**



**Site Logistic map ARD**

****

**In Case of An Injury**

First Responder to Scene of Accident to Immediately Report Accident to Site Superintendent **Francois Badenhorst**, or call 911 which ever contact is most immediately necessary.

All jobsite personnel to stop work at the sound of the Emergency Air Horn and report to their supervisor/foreman. Horn will sound once for an injury. Horn will continuously sound for job-wide evacuation.

Responding KCS Supervisor to report to site of the accident.

Responding KCS Supervisor to call 911, if medical attention is required and not already done so.

Job Foremen assigned by Responding KCS Supervisor to report to the main jobsite access gate as indicated on map to assist medical responders in accessing the injured worker.

All other Job foreman will position themselves between the scene and the emergency entrance to help guide emergency personnel.

An announcement will be made at the site of the incident after the emergency vehicle has left the site before work can commence.

K

C

S

**Job wide Evacuation**

Responding KCS Supervisor to call 911

Responding KCS Supervisor to continuously sound the Emergency Air Horn.

All jobsite personnel to report to the KCS Site “Meeting” Area as indicated on the East side of the map

Here all employees are to report to their Foreman/Supervisor to be accounted for and to remain at this location until further instruction is given by KCS Site Superintendent **Francois Badenhorst**.

An announcement will be made by **Francois Badenhorst** at the meeting area when work can continue.

# 

# APPENDIX G – EMERGENCY ACTION PROCEDURES

**APPENDIX G**

**KCS SITE SUPERVISOR’S EMERGENCY ACTION PROCEDURE(S)**

**If a KCS Employee is injured on the Job these are the procedures that must be followed:**

1. The KCS Supervisor onsite is to assess the extent of the injury to determine whether or not the injured employee needs emergency response personnel. If so, the KCS Supervisor will call 911 requesting assistance. Note that all life threatening emergencies should be taken to the nearest emergency room by emergency response personnel. The immediate supervisor of the injured employee shall accompany the injured employee to the hospital emergency room.

2. If it is determined by the KCS Supervisor that the injured party needs treatment beyond that of first aid and does not need the assistance of emergency response personnel the supervisor will need to transport the injured employee to the nearest urgent care facility or emergency room.KCS Supervisor to confirm with emergency action plan which urgent care to go to.

3. Prior to leaving the Jobsite to transport the injured worker or accompany him to the nearest medical facility it is the KCS Supervisors responsibility to determine if the jobsite is in a safe condition and whether the hazard that caused the injury is under control. If this cannot be accomplished or confirmed the KCS Supervisor is to send all workers home for the remainder of the day and secure the jobsite to ensure no further injury occurs.

4. Once the injured worker is stable and/or in the care of emergency response personnel the KCS Supervisor is to contact KCS Safety Director to notify him of the accident. The KCS Safety Director will then contact Tim Kinney to notify him of the accident and possibly OSHA depending on the severity of the accident. After the KCS Supervisor notifies the KCS Safety Director of the Accident he is then to notify his Project Manager of the accident. The Project Manager will confer with the KCS Safety Director to review information and process for informing the owner’s representative for the project depending on the severity of the accident and the terms of the contract. This should all occur within one (1) hour maximum of the accident occurring. In the case of a severe accident Tim Kinney will notify the injured employee’s family members and/or emergency contact person(s).

5. The KCS Supervisor is to then follow-up the same day of the accident with fully completing the KCS Accident/Incident Investigation Form. He will provide this completed form to the KCS Safety Director within 24 hours of the accident occurrence. The KCS Safety Director will then complete the Employers Report of Industrial Injury using this information and submit to the Workers Compensation Company and the Industrial Commission of Arizona as required. The KCS Safety Director will determine if further Investigation and/or Corrective Measures are necessary based on the information provided and further discussion with all those involved.

6. The KCS Supervisor is to keep track of the injured employee’s recovery status and ability to return to work by means of doctor’s notes provided by the injured employee or doctor. It is very important that any employee on restricted/light duty strictly adheres to the doctors requirements and that the KCS Supervisor is fully aware of what these requirements are. All documentation received regarding the accident from the police, medical personnel, etc. is to be routed through the KCS Safety Director. It is important that The KCS Safety Director is notified on the date that the injured worker returns to work and/or is removed from restricted or light duty. Additional return to work procedures may be necessary depending on the extent of injury.

**APPENDIX G (Continued)**

**KCS SITE SUPERVISOR’S EMERGENCY ACTION PROCEDURE(S)**

**If a Subcontractor’s Employee or a Visitor is injured on a KCS Jobsite these are the procedures that must be followed:**

1. The KCS Supervisor onsite is to assess the extent of the injury to determine whether or not the injured employee needs emergency response personnel. If so, the KCS Supervisor will call 911 requesting assistance. Note that all life threatening emergencies should be taken to the nearest emergency room by emergency response personnel. The immediate supervisor, in this case the subcontractor’s foreman/supervisor of the injured employee shall accompany the injured employee to the hospital emergency room. If the subcontractor does not have a foreman/supervisor onsite, the KCS Supervisor will need to accompany the injured employee to the hospital.

2. If it is determined by the KCS Supervisor that the injured party needs treatment beyond that of first aid and does not need the assistance of emergency response personnel the subcontractor’s foreman/supervisor will need to transport the injured employee to the nearest urgent care facility or emergency room. If the subcontractor does not have a foreman/supervisor onsite, the KCS Supervisor will need to accompany the injured employee to the hospital.

3. If the KCS Supervisor is leaving the jobsite to transport the injured worker or accompany him to the nearest medical facility it is the KCS Supervisors responsibility to determine if the jobsite is in a safe condition and whether the hazard that caused the injury is under control. If this cannot be accomplished or confirmed the KCS Supervisor is to send all workers home for the remainder of the day and secure the jobsite to ensure no further injury occurs.

4. Once the injured worker is stable and/or in the care of emergency response personnel the KCS Supervisor is to contact the KCS Safety Director to notify him of the accident. The KCS Safety Director will then contact Tim Kinney to notify him of the accident and possibly OSHA depending on the severity of the accident. After the KCS Supervisor notifies the KCS Safety Director of the Accident he is then to notify his Project Manager of the accident. The Project Manager is responsible to contact the Subcontractors Project Manager. Supervisor will then confer with KCS Project Manager to review information and process for informing the owner’s representative for the project depending on the severity of the accident and the terms of the contract. This should all occur within one (1) hour maximum of the accident occurring.

5. The KCS Supervisor is to then follow-up the same day of the accident with fully completing the KCS Accident/Incident Investigation Form. He will provide this completed form to the KCS Safety Director within 24 hours of the accident occurrence. The KCS Safety Director will then complete. The KCS Safety Director will then determine if further Investigation and/or Corrective Measures are necessary based on the information provided and further discussion with all those involved.

6. The KCS Supervisor is to keep track of the injured workers recovery status and ability to return to work by means of doctor’s notes provided by the subcontractor and/or injured worker. It is very important that any worker on restricted/light duty strictly adheres to the doctors requirements and that the KCS Supervisor is fully aware of what these requirements are. All documentation received regarding the accident from the subcontractor, police, medical personnel, etc. is to be routed through the KCS Safety Director. It is important that the KCS Safety Director is notified on the date that the injured worker returns to work and/or is removed from restricted or light duty.

# APPENDIX H – CODE OF SAFE PRACTICES

**APPENDIX H**

**CODE OF SAFE PRACTICES**

**\*Note that this list identifies the most common safe practices required to comply with on this specific jobsite and is not all-inclusive as to the safety policies and procedures for the work being performed or hazards that are being worked in or around. Additional safety training and education is necessary for all employees working on this jobsite.**

**General Highlights**

* Access to this site is restricted to employees and to those authorized by the Kinney Construction team.
* The use and/or possession of intoxicants, alcohol, or drugs are strictly prohibited.
* Workplace violence will not be tolerated and will result in immediate termination and possible criminal prosecution.
* Employees and visitors must wear hard hats at all times.
* Long pants, hard-soled shoes (no tennis shoes), and shirts with 4" minimum sleeves are required at all times.
* Eye protection must be worn at all times by all employees and visitors.
* Reflective Safety Vests must be worn at all times by all employees and visitors.
* Hearing and respiratory protection devices must be used when required.
* No employee is expected to undertake a job until that person has received adequate training.
* All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
* No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
* Only qualified trained personnel are permitted to operate machinery or equipment.
* All injuries must be reported to your supervisor/foreman immediately upon occurrence.
* Manufacturer’s specifications /limitations /instructions shall be followed.
* Particular attention should be given to new employees and to employees moving to new jobs or doing non-routine tasks.
* Each employee in an excavation/trench shall be protected from cave-ins by an adequate protective system.
* All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
* All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
* All scaffolding shall be erected in accordance with the CFR 1926.451 subpart L. Standard guardrails for fall protection and ladders for safe access shall be used.
* All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof footgear shall be provided.
* To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
* All floor openings, open sided floor and wall openings shall be guarded by a standard railings and toe boards or cover.
* The employer shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks.
* All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
* No construction loads shall be placed on a concrete structure or portion of a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.
* Subcontractor Supervisor/Foreman and employees must evaluate workplace conditions
* Subcontractor Supervisor/Foreman and employees must minimize or eliminate potential hazards.
* Subcontractor Supervisor/Foreman and employees must provide employees safe properly maintained tools & equipment.
* Subcontractor Supervisor/Foreman and employees must provide employees with appropriate personal protective equipment and how to use it.
* Subcontractor Supervisor/Foreman and employees must warn employees of potential hazards and notify KCS jobsite superintendents of any discovered.
* Subcontractor Supervisor/Foreman and employees must provide medical exams when required.
* Subcontractor Supervisor/Foreman and employees must provide training required by OSHA standard.
* Subcontractor Supervisor/Foreman and employees must comply with OSHA standards.
* Subcontractor Supervisor/Foreman and employees must wear your personal protective equipment.
* Subcontractor Supervisor/Foreman and employees must report any job related injury or illness to KCS and seek medical treatment immediately.
* Subcontractor Supervisor/Foreman and employees must cooperate with the OSHA compliance officer in the event of an inspection.
* Subcontractor Supervisor/Foreman and employees must exercise your rights under the OSHA Act in a responsible manner.

**KCS Jobsite Supervision Policy**

All work performed and managed by KCS requires adequate day to day supervision. This generally exists when KCS supervises the output, product, or result to be accomplished by the KCS employee’s & subcontractor’s work. When KCS self performs work the means, methods, and processes by which the work objective is accomplished must also be supervised. When KCS is managing a subcontractor the KCS supervisor is responsible for ensuring that the subcontractor is providing adequate supervision to provide the means, methods, and processes in a safe manner and per the construction documents. In order to successfully meet these objectives KCS Supervisors must be onsite daily to ensure that this is happening safely and within the constraints of the project requirements. An authorized KCS Supervisor is anyone who has been trained in Basic First Aid and has demonstrated that he is fully educated, knowledgeable, & competent in identifying and controlling the hazards of the work being performed by KCS and the Subcontractors of KCS. Anytime a KCS Supervisor leaves a jobsite that he is solely responsible for supervising he must ensure that hazardous conditions and hazardous actions are not present or likely to occur in his absence. He must also ensure that the subcontractors left onsite to perform their work are being supervised by their own supervisor competent in identifying and controlling the hazards for the work being performed by that subcontractor. A copy of the subcontractors’ supervisor’s competent person form must be completed and on file in the jobsite office. The subcontractors’ supervisors left onsite must also be notified of any instance where the KCS Supervisor is leaving the site, when he’ll return, and how he can get in contact with him in case of an emergency. If any one of these procedures is not in place the KCS Supervisor is not authorized to leave the jobsite until adequate supervision within these guidelines can be adhered to. All conditions of jobsite supervision requirements may be increased based on the contract requirements, accident records, and project manager’s & safety director’s discretion at any time.

**KCS Jobsite Fencing/Security Policy**

Secured Site Fencing is required anytime when a jobsite is located near or on a school, day care, residential neighborhood, pedestrian thoroughfare, park, recreation facility, or similar condition where an attractive nuisance may occur and hazardous conditions are not able to be controlled while the jobsite is closed. This type of condition must be addressed during a pre-job hazard assessment performed by the KCS Supervisor. If a jobsite does not have any hazardous conditions left during closed hours a jobsite fence is not required. Secured Site Fencing is defined as a six foot chain link fence that is self-supported and able to be closed off and locked. Secured Site Fencing may be required to be erected at anytime during the course of the project based on continuous hazard assessment, contract requirements, and/or the project manager’s & safety director’s discretion.

**Personal Protective Equipment (PPE)**

**Eye and Face Protection**

* Safety glasses must be worn at all on times when using any hand/power tool and/or operating equipment where an apparent eye hazard exists. Safety glasses must be worn whenever exposed to any form of concrete operation.
* Eye and face protectors – select based on anticipated hazards. Tinted glasses are not allowed to be used inside the building.

**Foot Protection**

* Construction workers must wear work shoes or boots with slip-resistant and puncture-resistant soles.

**Hand Protection**

* Gloves should fit snugly.
* Subcontractors must wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

**Head Protection**

* Hard hats must be worn at all times on the Jobsite. Hard hats – routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition. Hard hats are not permitted to be worn backwards.

**Hearing Protection**

* Use earplugs/earmuffs in high noise work areas where power tools or heavy equipment are used; clean or replace earplugs regularly. If a hearing hazard exists, protection must be worn.

**Safety Vests**

* Reflective Safety vests or safety t-shirts must be worn at all times when heavy equipment, boom lifts, forklifts, or scissor lifts are onsite whether in operation or not.

**KCS Jobsite PPE Requirement Clarification**

All jobsites require the use of various types of PPE (Personal Protective Equipment) dependent on the Hazards that each employee is exposed to or may potentially be exposed to. Exposures to hazards are determined by a hazard assessment performed by the KCS Supervisor. No matter what the Hazard Assessment determines it is required that at a minimum Hard Hats, Safety Vests, & Safety Glasses are worn at all times by all employees, subcontractors, & visitors while on any jobsite controlled by KCS. A jobsite controlled by KCS as a General Contractor is considered to be a “Jobsite” until the AHJ (Authority Having Jurisdiction) determines that the jobsite is safe for occupancy by the public in which they will issue a C of O (Certificate of Occupancy). For Jobsites that a C of O is not anticipated to be obtained such as a civil project the use of the minimum requirement PPE is required as long as work is being performed onsite by KCS or any other subcontractors. For Jobsites controlled by other General Contractors the minimum PPE requirements hold true until a C of O is obtained and the other General Contractors site requirements for PPE are upheld. At all times the KCS Supervisor on any jobsite must be thinking and observing the site in the terms of Hazard Assessment to determine if PPE policies might need to be increased based on the changing conditions and operations on that particular site.

**Construction Hazards FOCUS FOUR**

**To Prevent Falls**

* Subcontractors must wear and use personal fall arrest equipment.
* Subcontractors must install and maintain perimeter protection.
* Subcontractors must cover and secure floor openings and label floor opening covers.
* Subcontractors must use ladders and scaffolds safely.

**To Prevent Struck-By**

* Subcontractors must never position themselves between moving and fixed objects.
* Subcontractors must wear high-visibility clothes near equipment/vehicles.

**To Prevent Caught-In/Between**

* Subcontractors must never enter an unprotected trench or excavation 5 feet or deeper without an adequate protective system in place; some trenches under 5 feet deep may also need such a system.
* Subcontractors must make sure the trench or excavation is protected either by sloping, shoring, and benching or trench shield systems.

**To Prevent Electrocutions**

* Subcontractors must locate and identify utilities before starting work.
* Subcontractors must look for overhead power lines when operating any equipment.
* Subcontractors must maintain a safe distance away from power lines; learn the safe distance requirements.
* Do not operate portable electric tools unless they are grounded or double insulated.
* Subcontractors must use ground-fault circuit interrupters for protection.
* Subcontractors must be alert to electrical hazards when working with ladders, scaffolds or other platforms.

**Boomlifts**

* Aerial lifts include boom-supported aerial platforms, such as cherry pickers or bucket trucks. The major causes of fatalities are falls, electrocutions, and collapses or tip over’s.
* Subcontractors who operate aerial lifts must be properly trained in the safe use of the equipment.
* Subcontractors must maintain and operate elevating work platforms in accordance with the manufacturer's instructions.
* Never override hydraulic, mechanical, or electrical safety devices.
* Never move the equipment with Subcontractors in an elevated platform unless this is permitted by the manufacturer.
* Subcontractors are not allowed to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker(s).
* Subcontractors must maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest overhead lines.
* Subcontractors must always treat power lines, wires and other conductors as energized, even if they are down or appear to be insulated.
* Subcontractors must use a body harness or restraining belt with a lanyard attached to the boom or basket to prevent the worker(s) from being ejected or pulled from the basket.
* Subcontractors must set the brakes, and use wheel chocks when on an incline.
* Subcontractors must use outriggers, if provided.
* Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools, and materials.
* UPDATED 08.05.09: As you know, protection is required in an articulated boom lift of any kind.  The principle function of the protection device in a boom lift bucket is to restrain the bucket occupant to the extent that he/she cannot leave the bucket, either on his/her own volition or due to an impact to the lift that might otherwise tend to eject him/her.  Because of this requirement, a boom lift occupant will require restraint equipment rather than fall arrest equipment.  A safety belt is allowed, but a harness is preferred.  A lanyard is required to be connected to the bucket anchorage point, and can be no longer than absolutely necessary to allow movement within the bucket or basket.  It cannot be long enough to allow an employee to stand anywhere but on the floor/platform of the bucket.  A 6’ long lanyard is probably way too long for most JLG and Genie lifts.  2’ is more likely to be correct.  Deceleration devices are not required, because the employee is not to be allowed out of the bucket, therefore he will not fall.  I can’t emphasize enough that we are dealing with restraint here, not fall protection.
* OSHA Compliance& KCS will cite the use of a fall protection lanyard and shock absorber on an employee using an articulating boom lift, if the length of the lanyard assembly is such that the employee could leave the bucket with the devices in use and in place.

**Crane Operation**

* Fatalities and serious injuries can occur if cranes are not inspected and used properly. Many fatalities can occur when the crane boom, load line or load contacts power lines and shorts electricity to ground. Other incidents happen when workers are struck by the load, are caught inside the swing radius or fail to assemble/ disassemble the crane properly.
* Cranes are to be operated *only* by qualified and trained personnel.
* A designated competent person must inspect the crane and all crane controls before use.
* Subcontractors must be sure the crane is on a firm/stable surface and level.
* During assembly/disassembly do not unlock or remove pins unless sections are blocked and secure (stable).
* Fully extend outriggers and barricade accessible areas inside the crane’s swing radius.
* Watch for overhead electric power lines and maintain at least a 10-foot safe working clearance from the lines.
* Inspect all rigging prior to use; do not wrap hoist lines around the load.
* Be sure to use the correct load chart for the crane’s current configuration and setup, the load weight and lift path.
* Do not exceed the load chart capacity while making lifts.
* Raise load a few inches, hold, verify capacity/balance, and test brake system before delivering load.
* Do not move loads over workers.
* Be sure to follow signals and manufacturer instructions while operating cranes.
* Leaking hydraulic fuel from cranes will result in refusal of operation.
* All riggers must be qualified to rig.
* Any crane operator must have had N.C.C.C.O. Certification to operate a crane.

**Electrical**

* Never operate electrical equipment while you are standing in water.
* Never repair electrical cords or equipment unless qualified and authorized.
* A qualified electrician must inspect electrical equipment that has gotten wet before energizing it.
* If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
* Subcontractors must always use caution when working near electricity.
* Electrical equipment must be:
  + Listed and Labeled
  + Free from hazards
  + Used in the proper manner
* If you use electrical tools you must be:
  + Protected from electrical shock
  + Provided necessary safety equipment
* Do not use worn or frayed electrical cords or cables
* Subcontractors must ensure electrical cords are not of tripping hazard
* Subcontractors must remove all damaged tools from use
* Subcontractors must disconnect equipment and electrical cords when not in use and when changing accessories such as blades & bits.
* Subcontractors must keep electrical cords/cables away from heat, oil, & sharp edges
* All subcontractors to work only in well-lit conditions
* All equipment and materials used must be grounded and all extension cords must be three wire grounded of heavy duty type.

**Fall Protection**

* 100% Fall Protection - All employees must be protected by a positive means of fall protection (guardrail systems, personal fall arrest systems, safety nets, etc.) anytime they are exposed to a fall of 6 feet or more. The use of controlled access/decking zones and or safety monitors (as commonly used by steel erectors and masons) does not meet the 100% fall protection requirement.
* Guardrail systems must be designed by a competent person
* Subcontractors must identify all potential tripping and fall hazards before work starts.
* Subcontractors must look for fall hazards such as unprotected floor openings/edges, shafts, skylights, stairwells, and roof openings/edges.
* Fall protection equipment must be inspected for defects before use.
* Subcontractors must secure and stabilize all ladders before climbing them.
* Subcontractors must never stand on the top rung/step of a ladder.
* Subcontractors must use handrails when you go up or down stairs.
* Subcontractors must practice good housekeeping.
* Subcontractors must keep cords, welding leads and air hoses out of walkways or adjacent work areas.
* Exceptions to 100% tie-off above 6 feet when in a scissor lift, properly protected scaffold, and/or working from a ladder within compliance.
* No unstable object can be used to work from or on.

**Ladders**

* A minimum of a Heavy Duty Type 1A Ladder is allowed with a legible OSHA sticker in place that states its capacity.
* Read and follow all labels/markings on the ladder.
* Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
* Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
* Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
* Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
* Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
* Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
* Ladders must be free of any slippery material on the rungs, steps or feet.
* Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
* Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
* Do not move or shift a ladder while a person or equipment is on the ladder.
* An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support. Do not stand on the three top rungs of a straight, single or extension ladder.
* The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface.
* A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
* Be sure that all locks on an extension ladder are properly engaged.
* Do not exceed the maximum load rating of a ladder. Be aware of the ladder’s load rating and of the weight it is supporting, including the weight of any tools or equipment.

**Scaffolds**

* Planks are to be overlapped on a support at least 6 inches, but not more than 12 inches.
* Legs, posts, frames, poles, and uprights must be on base plates and mud sills, or a firm foundation; and, be plumb and braced.
* Scaffolding construction shall include all pins, braces and bolts.
* People shall not work below or in the fall-zone of the scaffolding.
* Scaffolds and other devices mentioned or described in this section shall be maintained in safe condition. Scaffolds shall not be altered or moved horizontally while they are in use or occupied.
* Any scaffold damaged or weakened from any cause shall be immediately repaired and shall not be used until repairs have been completed.
* Scaffolds shall be provided with a screen between the toeboard and the guardrail, extending along the entire opening, consisting of No. 18 gauge U.S. Standard Wire one-half-inch mesh or the equivalent, where persons are required to work or pass under the scaffolds.
* Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard.
* Scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally, and the cross braces shall be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid. All brace connections shall be made secure.
* Scaffold legs shall be set on adjustable bases or plain bases placed on mud sills or other foundations adequate to support the maximum intended load.
* The frames shall be placed one on top of the other with coupling or stacking pins to provide proper vertical alignment of the legs.
* Guardrails not less than 2 x 4 inches or the equivalent and not less than 36 inches or more than 42 inches high, with a mid-rail, when required, of 1- x 4-inch lumber or equivalent, and toe-boards, shall be installed at all open sides on all scaffolds more than 10 feet above the ground or floor. Toe-boards shall be a minimum of 4 inches in height. Wire mesh shall be installed in accordance with OSHA regulations.
* To prevent movement, the scaffold shall be secured to the building or structure at intervals not to exceed 30 feet horizontally and 26 feet vertically.
* Frames and accessories for scaffolds shall be maintained in good repair and every defect, unsafe condition, or noncompliance with this section shall be immediately corrected before further use of the scaffold. Any broken, bent, excessively rusted, altered, or otherwise structurally damaged frames or accessories shall not be used.
* Periodic inspections shall be made of all welded frames and accessories, and any maintenance, including painting, or minor corrections authorized by the manufacturer, shall be made before further use.
* All scaffolds must be designed by a qualified person and shall be constructed & loaded in accordance with that design per OSHA 1926.451 (A) (6).

**Welding**

* All welding actions require protection of surrounding areas from damage and/or fire.
* All welding equipment requires proper use of a flashback arrestor.
* The correct PPE & shading for eye protection is required with any welding activity.
* Oxygen and fuel/gas (acetylene, LPG, map, etc.) cylinders shall be stored outdoors. Different gasses shall be segregated and stored at least 20 feet apart, or separated by a 5 foot high noncombustible firewall with a fire-resistance rating of at least one-half hour.
* Cylinders not in use should be fitted with their valve protection cap and secured in an upright position.
* Never use an oxygen or fuel/gas cylinder when it is lying down.
* When cylinders are hoisted, always use proper carriers. They should never be choked of lifted by their valve protection cap.
* Gauge covers must be 100% intact and in proper working order
* Empty cylinders shall be marked “MT” but should not be treated any differently than full cylinders.

**Excavations**

* Do NOT enter an unprotected trench!
* Each employee in a trench shall be protected from a cave-in by an adequate protective system.
* Some of the protective systems for trenches are:
  + Sloped for stability; or
  + Cut to create stepped benched grades; or
  + Supported by a system made with posts, beams, shores or planking and hydraulic jacks; or
  + Supported by a trench box to protect workers in a trench.
* Additionally, excavated or other materials must be at least 2 feet back from the edge of a trench; and a safe means of egress shall be provided within 25 feet of workers in a trench.
* All trenches 5’ deep or more must be shored and/or sloped/benched
* All protection of trenches must provide a 6’ perimeter blanket where feasible.
* Benching of type C soil is not permitted.
* No timber shoring is permitted.
* An egress ladder must be provided in a trench 4’ deep or greater.
* A trench box and or shoring can only be a minimum of 2’ from the bottom of a trench.

**Forklifts**

* KCS shall permit only those employees qualified by training or experience to operate equipment and machinery
  + Forklift operator requirements:
    - formal training (classroom training) -- this training covers the OSHA forklift standard, the specific types of equipment to be operated, and the workplace environment in which the truck will be operated
    - practical training -- with coaching by the trainer, operator trainees must demonstrate the correct use of controls, truck operation, & site specific safe operating procedures
  + A subcontractor does not need to retrain an employee in the operation of a forklift if the subcontractor certifies the operator has been evaluated and has proven to be competent to operate the forklift safely and properly in the workplace. They will be permitted to use the jobsite forklift pending documentation from the subcontractor remains onsite with KCS.
* In the event KCS jobsite superintendent observes unsafe practices, operator will immediately revoke forklift use and refresher training will be required. The operator’s performance will be to ensure training is put to practical use every day on the job.
* All pieces of equipment (forklifts) must have the O & M manual & Inspection log in it at all times.
* All operators must know their load. (weight & quantity)
* Pre-operation inspection prior to each use is required. (pay close attention to the hydraulic lines)
* Inspection of work places (loading-path-unloading) and function tests are required prior to every use.
* Every employer is responsible for their own employees forklift training and operation.
* Operator cannot use any forklift attachments for any purposes other than their intended use. If the manufacturer doesn’t recommend it for that use it is not allowed. Ex. Cannot use slings on forks.

**Masonry Bracing**

* All masonry work must adhere to the 2001 version of the “Standard Practice for Bracing Masonry Walls Under Construction.” A copy of this manual can be found for use/copy as appendix G of this safety manual.

**Confined Spaces**

* No employee is allowed to enter a confined space without having the proper equipment, training, competent personnel & plan in place.
* All confined spaces on KCS jobsites require a review and approval of the entering subcontractors confined space program. Please submit this program to KCS Safety Director The KCS Safety Director two (2) weeks prior to work needing to take place for review and approval.

**Seatbelt Policy**

* Kinney Construction Services recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, all employees of Kinney Construction Services must wear seat belts when operating a company-owned vehicle, or any vehicle on company jobsites or on company business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle being used for company business. All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle. As a reminder seatbelts are always required while operating any piece of heavy machinery regardless the size of the job.

# APPENDIX I –INCIDENT INVESTIGATION

APPENDIX I

Incident / Accident Investigation Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION I** | | | | | | | | | | | | | |
| **SUPERVISOR CONTACT INFORMATION** | | | | | | | | | | | | | |
| Last Name: | | First Name: | | | | Occupation/Job Title: | | | | | Onsite during time of Accident: YES NO | | |
| Subcontractor’s Business Address & Email: | | | | | | | | | | | | | |
| Time of First Knowledge of Incident: | | | | Contact #: | | | | | Signature: | | | | |
| **INJURED PARTY** | | | | | | | | | | | | | |
| Last Name: | | First Name: | | | | Occupation/Job Title: | | | | | Contact #: | | |
| Full Address: | | | | | | | | | | | | | |
| Emergency Contact Info: | | | | | | | | | | | Date of Birth: | | |
| Employer Business Name: | | | | | | Date of Occurrence: | | | | | Time of Occurrence: | | |
| **KCS INVESTIGATING SUPERVISOR** | | | | | | | | | | | | | |
| Last Name: | First Name: | | | | | Occupation/Job Title: | | | | | | Onsite during time of Incident: YES NO | |
| Time of First Knowledge of Incident: | | | | | | Date of Investigation: | | | | | | Time of Investigation: | |
| Location of Accident: | | | | | | KCS Job Number: | | | | | | Signature: | |
| **DESCRIPTION OF ACCIDENT / INCIDENT** | | | | | | | | | | | | | |
| Describe what happened and, if applicable, describe injury. Attach an accident/incident diagram, if appropriate.  Specific Location of Occurrence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| **ROOT CAUSE OF ACCIDENT / INCIDENT** | | | | | | | | | | | | | |
| What actually caused the illness, injury, or incident to happen? | | | | | | | | | | | | | |
| **CORRECTIVE ACTION** | | | | | | | | | | | | | |
| List immediate actions taken and/or intended to incorporate: | | | | | | | | | | | | | |
| **TREATMENT** | | | | | | | | | | | | | |
| Describe the nature, date and time of first aidtreatment and any medical treatment if applicable:  Treatment Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Drug Test: Y / N \_ | | | | | | | | | | | | | |
| **SECTION II** | | | | | | | | | | | | | |
| **Part of Body Injured** (Indicate “R”, “L”, or “B”, where applicable) | | | | | | | Initials of person reporting incident | | | | | | |
| ❑Head  ❑Eye  ❑Neck  ❑Shoulder  ❑Upper back | ❑Lower back  ❑Upper Arm  ❑Elbow  ❑Lower Arm  ❑Wrist | | | | | ❑Hand/fingers  ❑Hip  ❑Upper leg  ❑Knee  ❑Lower leg | | | | ❑Ankle/foot  ❑Other | | | |
| **Type of Accident/Incident** | | | | | | | | | | | | | |
| **Check off (✓) statements that best describe the accident/incident:** | | | | | | | | | | | | | |
| ❑Repetitive Strain  ❑Acute Strain (lifting, pulling, carrying)  ❑Caught in/under/between  ❑Struck, contacted by/with/against | | | ❑Slip/fall  ❑Vehicle  ❑Client/employee action  ❑Cut/bruise | | | | | ❑Exposure to  ❑Other (explain) | | | | | |
| **Witnesses** | | | | | | | | | | | | | |
| Witness #1 Name: | | | | | | | | Telephone: | | | | | |
| Employer Name & Contact: | | | | | | | | Statement Attached: YES NO | | | | | |
| Witness #2 Name: | | | | | | | | Telephone: | | | | | |
| Employer Name & Contact Info: | | | | | | | | Statement Attached: YES NO | | | | | |
| Physician’s Name: | | | | | | | | Telephone: | | | | | |
| Address: | | | | | | | |
| Remember to attach witness(s) statement(s) on the Witness Statement form. | | | | | | | | | | | | | |
| **Causes: Check (✓) all that are applicable** | | | | | | | | | | | | | |
| **Conditions** | | | | | | **Practices** | | | | | | | |
| ❑Congestion or restricted action  ❑Poor housekeeping; disorderly workplace  ❑Slip/trip hazards  ❑Lack of or inappropriate furniture/equipment  ❑Design or arrangement of furniture/equipment  ❑Defective furniture, tools, equipment or materials  ❑Inadequate or excessive illumination  ❑Inadequate ventilation  ❑Excessive noise  ❑Inadequate or improper protective equipment  ❑Fire and explosion hazards  ❑Inadequate warning systems  ❑Irate client/employee action  ❑Adverse weather  ❑Other (explain): | | | | | | ❑Improper body position/posture  ❑Tasks not varied/micro breaks not taken  ❑Unnecessary rushing  ❑Improper lifting  ❑Unsafe loading/placement  ❑Using defective equipment  ❑Using equipment improperly  ❑Altering or modifying equipment  ❑Not using personal protective equipment or failing to use it properly  ❑Not following appropriate procedures  ❑Inappropriate conduct  ❑Hazardous personal attire  ❑Other (explain): | | | | | | | |
| What are the reasons for the existence of these practices and/or conditions? | | | | | | | | | | | | | |
| **Prevention/Corrective Action** | | | | | | | | | | | | | |
| Actions to prevent accident/incident recurrence. Check (**✓**) those actions taken to prevent recurrence. Mark with (**P**) other corrective actions decided upon or planned but not yet carried out. More than one item may apply. | | | | | | | | | | | | | |
| ❑Training/instruction of person involved  ❑Improve work procedures  ❑Inform staff/managers of safe work procedures  ❑Perform job safety analysis  ❑Inform staff/managers of hazard and how to protect themselves  ❑Notify appropriate individuals  ❑Improve engineering/design  ❑Improve inspection procedures  ❑Tools, equipment, furniture repair or replacement | | | | | | ❑Request ergonomic assessment  ❑Request environmental assessment  ❑Correction of work area  ❑Recommend development/improvement to training/OHS program  ❑Reassess work standards  ❑Reassignment of person  ❑Improve housekeeping  ❑Other (describe): | | | | | | | |
| Remember that ALL corrective action must be documented on the Corrective Action form. | | | | | | | | | | | | | |
| Describe corrective actions necessary to help prevent future occurrences. | | | | | | | | | | | | | |
| **SECTIONS I & II COMPLETED BY** | | | | | | | | | | | | | |
| Supervisor’s Signature: | | | | | Name (print): | | | | | | | | Date (mm-dd-yyyy): |
| **REVIEWED BY** | | | | | | | | | | | | | |
| Investigating Supervisor/Safety Director’s Signature: | | | | | Name (print): | | | | | | | | Date (mm-dd-yyyy): |