

CONSTRUCTION SAFETY PROGRAM

FOR



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SAFETY AND HEALTH POLICY

Arisco Contracting Group believes that NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY.

As much as we are dedicated to producing the highest quality work and meeting required schedules and budgets, we are committed to providing each and every employee a safe and healthful place to work.

This program has been developed to help us achieve this goal, but you--**as a Arisco Contracting Group employee and/or subcontractor**—must do your part. Compliance with the following Safety and Health Policy and all items contained therein is mandatory for all employees and subcontractors of Arisco Contracting Group, regardless of position with the company.

It is every employee's responsibility to report to his/her supervisor any unsafe condition or work practice which may pose a safety or health threat, and Arisco Contracting Group will make every effort to plan a safe way to do the task.

IF A JOB CANNOT BE DONE SAFELY, IT WILL NOT BE DONE. Shortcuts in safety procedures by either foremen or workers will not be tolerated.

Arisco Contracting Group' safety rules (in addition to all applicable Federal, State, County, and City safety rules and regulations) apply to anyone who is on site or premises--employees, subcontractors, customers, and visitors.

Our futures are only built through our people. We aim to protect them.

SAFETY AND HEALTH OBJECTIVES

Arisco Contracting Group plans to achieve worker safety and health through the following:

- A. Using a qualified safety person
- B. Making regular job-site safety inspections
- C. Enforcing the use of safety equipment and safety devices
- D. Following safety procedures and rules
- E. Providing ongoing safety training and safety meetings
- F. Enforcing safety rules and using appropriate discipline
- G. Hazard prevention and control
- H. Recordkeeping

The following records are maintained:

- Injury and Illness Log (OSHA 300 Log)
- First Notices of Injury
- Safety Meeting Rosters
- Training Rosters
- Certificates
- Inspections
- Permits
- Medical Records are maintained separately and are locked.
- Copies of this Construction Safety Program, including specific written programs and procedures are available in the office of Arisco Contracting Group.

SAFETY ORGANIZATION

PRESIDENT:	Responsible for and administers the Safety Program.
PROJECT MANAGER:	Implements, directs, and enforces the Safety Program projects for which assigned. Responsible for the Safety Program's success on the individual job site. Assists the Field Technician(s) in implementing and directing the Safety Program for the project.
FIELD TECHNICIAN:	Responsible for the Safety Program's implementation on the individual job site.

CONTRACTOR SAFETY PERSON

STEVEN WRIGHT is the designated person to implement, direct and enforce the Safety and Health Program for Arisco Contracting Group. The responsibilities for this position are as follows:

1. Being knowledgeable of potential job hazards
2. Assuring compliance with MIOSHA Construction Safety and Health Standard requirements
3. Making regular safety inspections
4. Establishing safety procedures
5. Correlating regular safety training with lead persons
6. Maintaining safety records
7. Maintaining an effective accident prevention effort
8. Thoroughly investigating and reporting the same day of occurrence all accidents
9. Reviewing and updating this program annually

JOB SITE INSPECTIONS

The **Safety Person or other designated person** will tour each job site and observe potential safety-health hazards, including the potential hazards of confined spaces, and develop a plan for safeguarding this company's workers which may include the following:

1. Evaluating work areas and tasks for potential hazards, and determining the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.
2. Guarding against the hazard as required by MIOSHA.
3. Removing the hazard.
4. Performing routine inspections to identify changing hazards.
5. Providing personal protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards, and enforcing its use.
6. Training workers in safe work practices.
7. Coordinating protection of workers though other contractors.

In addition:

- A record of all safety inspections and correctional steps will be kept.
- Inspections will be documented and problems reported.
- The hazards of chemicals will be evaluated using the Material Safety Data Sheets.
- Injury and illness data will be reviewed and analyzed for trends. Corrective actions may include the purchase of additional personal protective equipment, re-training, and changing operating procedures and processes, reviewing accident records, and re-evaluating the suitability of previously selected PPE.

JOB SAFETY TRAINING/EDUCATION

- A. After inspecting a job site, the **Safety Person or other designated person** will identify and evaluate all potential hazards for:
- Injury severity potential
 - Probability of an accident
- B. This person will also appraise the skill and knowledge level of exposed workers and will never assume an employee knows the safest way of performing his/her task.

No employee is expected to undertake a job until he/she has been authorized to perform that job.

- C. Appropriate training is expected of all employees and subcontractors.
- Hazards will be pointed out.
 - Necessary precautions will be explained.
 - The higher the hazard, the more detailed will be the training.
- D. Documentation will be made for all individual/group training sessions with descriptions of topics covered and names of workers trained.
- E. Employees should read the Safety Rules and understand them. The issuance of these rules will be logged, and signed receipts will be kept on file.
- F. Tool Box Talks will be made available to employees on a weekly basis.
- G. Any changes in conditions on a job will be evaluated and then brought to the attention of those employees on that job site.
- H. Employees will be instructed on the proper use and maintenance of safety equipment.
- I. Management will follow up with employees on safety and health issues.

PERSONAL PROTECTIVE EQUIPMENT

1. **Head Protection:** from impact and penetration caused by falling objects, from electric shock or burn, and from hair entanglement, will be worn on all job sites. This is typically a “hard hat” helmet.
2. **Eye & Face Protection:** will be worn when there are potentials of hazards from flying objects or particles, chemicals, arching, glare, dust or hot sparks. These are typically “safety glasses.”
3. **Protective Footwear:** shall be worn to protect from slipping, falling objects, chemicals, or stepping on sharp objects. Athletic or canvas-type shoes are prohibited.
4. **Protective Gloves or Clothing:** must provide adequate protection for the body and shall be worn, when required, to protect against hazards such as cuts, abrasions, burns, and skin contact with chemicals.
5. **Harnesses and Lanyards:** (Safety Belts & Lifelines) shall be utilized for fall protection as required in MIOSHA Construction Safety Standards.
6. **Hearing Protection:** will be used where necessary including when using masonry saws and chipping hammers to help prevent hearing loss.
7. **Respiratory Protection:** shall be used to protect against inhalation of dust or other air contaminants and fumes in enclosed areas including dry-cutting of masonry and the application of masonry sealants.

In addition:

- **Defective or damaged protective equipment must not be used.** Return or report to the main office any defective or damaged protective equipment for proper repair or replacement.
- Inspection, cleaning and maintenance of equipment is recommended before and after use to identify potential risks. (Cleansing is particularly important for eye and face protection where dirty or fogged lenses could impair vision.) Any defects are to be reported to the main office.
- Contaminated personal protective equipment which cannot be de-contaminated is to be disposed of in a manner that protects employees from exposure to hazards.

POWER LOCKOUT PROCEDURE

Lockout Procedure for Arisco Contracting Group

PURPOSE

The purpose of this procedure is to assure that employees are protected from unintended machine motion or unintended release of energy which could cause injury.

EMPLOYEES' RESPONSIBILITIES

- A. Employees shall comply with the lockout procedure.
- B. Employees shall consult with their Supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- C. Employees shall obtain and care for the locks and other devices to comply with the lockout procedure.

GENERAL

- A. The power source of any equipment, machine, tool, or process to be set up, adjusted, repaired, serviced, installed, or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury, such a power source shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
- B. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.
- C. Safety locks, adapters, and "Danger Tags" can be obtained from a Supervisor.
- D. Equipment locks and adapters can be obtained from a Supervisor. The sole purpose of the "equipment" lock and adapter is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to be used as a substitute for the employee's personal safety lock.
- E. Personal locks shall contain a tag with employee's name on it.
- F. One key of every lock issued shall be retained by the employee to whom it was issued, and the only other key to the lock shall be retained by the Superintendent.
- G. Employees shall request assistance from their Supervisor if they are unsure of where or how to lock out equipment.
- H. Any questions concerning the lockout procedure should be directed to the employee's Supervisor.

LOCKING OUT AND ISOLATING THE POWER SOURCE

- A. Equipment, machines, or processing main disconnect switches shall be turned off and locked in the “off position” only after the electrical power is shut off at the point of operator control. Failure to follow this procedure may cause arcing and possibly an explosion.
- B. Equipment/tools connected to over a 110-volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.
- C. Equipment/tools connected to a 110-volt source of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a “**do not start**” tag.
- D. After locking out the power source, the employee shall try the equipment, machine, or process controls to ensure no unintended motion will occur; or test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective.
- E. When two or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc., in the non-operative (off) position.
- F. An employee who is assigned to a job and upon arrival finds an “**Equipment Lock**”, “**Adapter**”, and “**Danger Tag**” affixed to the equipment shall take the following action:
 - 1. Affix his/her personal lock to the “Equipment Adapter.”
 - 2. Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
 - 3. Try the controls to ensure no unintended motion will occur before starting work, or qualified personnel shall test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective. (Such testing is only to be employed by trained, qualified personnel.)

PERFORMING TEST AND ADJUSTMENTS DURING LOCKOUT

- A. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.
- B. If the employee leaves the job before its completion, such as job reassignment, the employee shall remove his/her personal lock and adapter and replace it with an “equipment” lock and adapter. In addition, the employee will prepare and attach a “**Danger Tag**” indicating the reason the equipment is locked out. (Should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the “equipment” lock, adapter, and the “**Danger Tag**.”)
- C. Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.
- D. The employee responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine or process is cleared for operation, and

appropriate personnel notified that power is being restored. This employee is also responsible for removing the “equipment” lock and returning it to the Supervisor.

EMERGENCY SAFETY LOCK REMOVAL

- A. The **Superintendent, or other designated management person**, will be authorized to remove an employee’s lock under the following conditions:
 - 1. Receipt of a written request signed by the appropriate Supervisor which shall state the reason the employee is not able to remove the lock.
 - 2. The Supervisor is responsible for making certain all the requirements for restoring power are followed.

CONFINED SPACE ENTRY

No employee shall enter areas defined below without authorization:

1. A space that is **not** designated for continuous employee occupancy, and
2. Is large enough and so configured that a person can bodily enter into and perform assigned work, and
3. Has **limited** or **restricted** means for ENTRY or EXIT, and
4. May have a **possible hazardous atmosphere** that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue caused by:
 - A. Flammable gas
 - B. Airborne combustible dust
 - C. Atmospheric oxygen concentration below 19.5% or above 23.5%
 - D. A toxic atmosphere or substance
 - E. Danger of engulfment

until an authorized person evaluates the area and authorizes entry.

GENERAL CONFINED SPACE ENTRY PROCEDURE

1. **There shall be no unauthorized entry into a confined space by any person.**
2. An authorized person shall examine, test and evaluate a potential entry space and determine if it is a **“NON-PERMIT SPACE”** and meets the following requirements:
 - A. It does not contain any atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm,
 - B. The space has been **PROVEN SAFE** and has been verified, documented, and has a certified guarantee of a safe environment.
2. If the conditions in #2 have been satisfied, the **ALTERNATE ENTRY PROCEDURE** must be followed:

THE SPACE:

- A. Contains or has a potential to contain a hazardous atmosphere,
- B. Contains a material that has a potential for engulfing an entrant,
- C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section, or
- D. Contains any other recognized serious safety or health hazard.

GENERAL SAFETY RULES

COMPLIANCE WITH APPLICABLE FEDERAL, STATE, COUNTY, CITY, AND ARISCO CONTRACTING GROUP' SAFETY RULES AND REGULATIONS IS A CONDITION OF EMPLOYMENT. FAILURE TO OBEY THEM WILL RESULT IN STRICT DISCIPLINARY ACTION BEING TAKEN.

1. SITE SAFETY:

- A.** Keep your mind on your work at all times. Horseplay, running, and practical jokes are not permitted on the job. Injury or termination or both can be the result.
- B.** Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
- C.** Comply with and heed all posted signs, markings, sirens, or other warnings.
- D.** Defacing, removal or willful damage of company property and/or safety equipment is strictly prohibited.
- E.** Do not work outdoors during lightning storms.
- F.** Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
- G.** Never throw anything "overboard." Someone passing below may be seriously injured.
- H.** The use of illegal drugs or alcoholic beverages or being under the influence of the same on the project shall be cause for termination
- I.** Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
- J.** Never enter a manhole, well, shaft, tunnel, or other confined space which could possibly have a non-respirable atmosphere because of lack of oxygen or presence of toxic or flammable gas, or have a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry and that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.
- K.** **If you become aware of any environmental condition that causes discomfort or could lead to illness, call it to the attention of your Supervisor. The types of conditions that should be reported include:**
 - **Chemical hazards such as irritating liquids, fumes, mists, vapors, gases, and dusts.**
 - **Physical discomforts such as excessive noise, vibration, extreme temperature, and fatiguing body positions or motions.**
 - **Biological factors such as insects, vermin, molds, yeasts, and fungi.**

2. PERSONAL SAFETY EQUIPMENT:

- A.** Must be worn as prescribed for each job, such as safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
- B.** Wear earplugs or earmuffs in areas posted "Hearing Protection Required."
- C.** Exposure to airborne material such as paint sprays, welding fumes, grinding dust, solvent vapors, etc., may require that a respirator be worn. Different respirators are required for different airborne materials. If you are required to wear a respirator in the course of your assigned duties, you must be clean-shaven (no beards or heavy sideburns) to ensure proper facial fit.
- D.** Employees who work around revolving machinery or equipment must either appropriately restrict their hair length or wear approved head covering when the length of their hair exposes them to the possibility of becoming entangled in the equipment.
- E.** Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.

3. HOUSEKEEPING SHALL BE AN INTEGRAL PART OF EVERY JOB.

(A good job is a clean job, and a clean job is the start of a safe job.)

- A. Clean up is required when a job is finished, at the end of a day, or as needed to maintain a safe work place.
- B. Supervisors and employees are responsible for keeping their work areas free from rubbish and debris and hazard free.
- C. Materials are not to be stored or stacked in such a manner that may cause a tripping hazard or block fire extinguishers, safety valves, sprinkler heads, fire alarm boxes, fire hoses, emergency exits, elevators, stretchers, or fire blankets.
- D. Passageways, driveways and walkways are to be kept clear.
- E. Oil and grease are to be removed. Clean up spills before they cause a slipping hazard.
- F. Spills or leaks of oil, paints, acids or other chemicals that might find entry into sinks, floor drains, or storm drains must be reported to your Supervisor. Never dispose of chemical or toxic material wastes without specific authorization from your Supervisor.
- G. Do not stack or leave tools or loose material on ladders, stairs, stands or scaffolding.

4. COMPRESSED AIR OR OTHER MATERIALS:

- A. Use compressed air only on work functions requiring its use. It is not to be used for cleaning clothes, hands, hair, benches, or floors, or to be released close to anyone.
- B. Compressed air used in cleaning must be reduced to less than 30 psi when dead ended.
- C. Compressed gas cylinders must be stored upright, secured, segregated by type, and capped at all times when not in use.

5. FIRE PROTECTION:

- A. Misuse of fire extinguishers is a serious safety violation.
- B. Know where fire-fighting equipment is located and be trained on how to use it.
- C. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall not be further away than 50 feet from all hot work.
- D. "No Smoking" areas will be posted.
- E. Flammable and combustible material storage areas will be designated.
- F. Safety cans (containers) for gasoline or other flammable liquids will be used and properly stored.
- G. Oily or solvent-soaked rags must be disposed of in approved safety containers. Do not leave waste materials on floor, benches, etc.
- H. Open fires are prohibited.
- I. Keep areas in front of fire extinguishers, safety valves, sprinkler heads, fire alarm boxes, fire hoses, emergency exits, elevators, stretchers, or fire blankets clear at all times. Do not block or congest fire exits or lanes.
- J. Report fire extinguishers and other fire-fighting equipment that has been discharged, damaged, or is missing to your Supervisor immediately.

6. LIFTING:

- A. Lift correctly—with legs, not the back. Avoid twisting if possible. If the load is too heavy, **get help**. Stay fit. Approximately 20% of all construction-related injuries result from lifting materials.
- B. When using mechanical lifting or hoisting devices, never lift more than the rated capacity of the hoist or crane. Use a proper sling and stand clear of the load.
- C. Fabricate all wire in wire rope slings by using thimbles—do not form eyes by using wire clips or knots.
- D. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.

7. MACHINERY AND EQUIPMENT:

Always use equipment, tools and machines provided in a safe manner and for the purpose intended. Inspect at regular intervals.

Do not use power tools, machinery, and equipment until you have been properly instructed in the safe work methods and become authorized to use them.

Only trained and permitted employees will be permitted to operate overhead cranes, tracked vehicles, powered industrial trucks, burden carriers, etc.

Do not use makeshift equipment, defective, or worn tools. Return these items to the Supervisor.

Nobody but the operator shall be allowed to ride on equipment. Riding as a passenger is prohibited unless the equipment has the safe capability of transporting personnel.

No riding on concrete trucks, loaders, backhoes, etc. No riding on the edge of a pickup truck bed. No one is permitted to ride on a truck while standing up. You must be down inside the truck.

Wear appropriate personal protective equipment, including seat belts, while operating heavy equipment.

Loose or torn clothing, open cuffs, wristwatches, rings, gloves, etc., must not be worn when operating machinery or when you are around moving machinery. Wristwatches, rings or other jewelry must not be worn if your duties involve working with electrical circuits or on jobs that require climbing.

Never place yourself or your extremities in dangerous zones of equipment or machinery. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

Be sure that all guards are in place. Do not remove, displace, damage or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.

Know how to shut down the equipment/machinery in your work area in case of an emergency.

Ensure that the power is turned off before you leave a machine. If you are authorized to clean, adjust, or repair any powered tool or piece of equipment or machinery which may expose you to a hazard, you are required to follow the **Lockout/Tagout** procedures.

Never oil, lubricate, or fuel equipment while it is running or in motion.

Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.

Do not operate backhoes, power shovels, and other heavy equipment within two feet (2') from the edge of excavation.

Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.

Do not exceed rated load capacities of equipment as specified by the manufacturers.

Current crane certification inspection sticker and papers should be on rig.

Trash trucks shall have covers.

Back-up alarms on loaders, tractors, backhoes, etc., are required.

Inform your Foreman if you are taking medication that warns against driving or using machinery.

8. HAND TOOLS:

- A.** Always use tools provided in a safe manner and for the purpose intended.
- B.** Inspect all tools for the proper operating condition. Tag worn, damaged, or defective tools **“Out of Service”** and do not use them.
- C.** All power tools should be properly grounded.
- D.** Keep blades of all cutting tools sharp.
- E.** Inspect all tools for proper safety guards.
- F.** Carry all sharp tools in a sheath or holster.
- G.** Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- H.** Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

9. WELDING AND CUTTING:

- A.** Burning and cutting equipment shall be checked daily before being used.
- B.** All gas shall be shut off and hoses disconnected from bottles or manifolds at the end of each day. Caps shall be replaced on bottles when gauges are removed.
- C.** Gas and oxygen cylinders are to be secured in a vertical position.
- D.** Cylinder caps shall be in place whenever cylinder is not being used.
- E.** Cylinders, caps, valves, couplings, regulators, and hoses should be kept free of oil and grease.
- F.** Maintain required gauge pressures: oxygen 30-40 pounds, acetylene 5-10 pounds, when in use, small tip uses less.
- G.** Two (2) sets of flash arresters (for oxyacetylene outfits) are required—one set at torch handle and one set at regulators.

10. ELECTRICAL:

- A.** All portable tools and cords will be properly grounded.
- B.** All electrical tools shall be checked and color-coded by a designated competent person each month. This shall be part of our assured grounding program.
- C.** Daily visual inspection of caps, ends, and cords for deformed or missing pins, insulation damage, and internal damage.
- D.** Cords and equipment which do not meet requirements shall be removed from service until repairs have been made.
- E.** Maintain a written log of all tests on cords, tools and equipment unless there are G.F.C.I.'s installed.
- F.** Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g., outdoors) or with any temporary power supply. Check the electrical grounding system daily.

11. BARRICADES:

- A.** Warning signs, markings, sirens, barricades, and tags will be used to the fullest extent and shall be obeyed. Follow all prescribed procedures.
- B.** Do not enter an area which has been barricaded.
- C.** Barricade danger areas. Guard rails or perimeter cables may be required.
- D.** Barricades are required for cranes.
- E.** All floor openings or excavations shall be barricaded on all sides to ensure that employees are aware of the hazard. Floor holes shall be covered with a secure cover and clearly marked.

- F. Trenches over five feet (5') deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped.
- G. Excavated or other material shall not be stored nearer than two feet (2') from the edge of the excavation.
- H. Excavation less than five feet (5') may also require cave-in protection in some instances.

12. LADDERS:

- A. Use the "four and one" rule when using a ladder: one foot (1') of base for every four feet (4') of height.
- B. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked, or otherwise secured. Step ladders shall not be used as a straight ladder.
- C. Ladders must extend three feet (3') above land on roof for proper use.
- D. All ladders must be in a safe condition with no broken rungs or split side rails.
- E. Defective ladders must be properly tagged and removed from service.
- F. Side rails of 2X4 up to 16 feet. Above 16 feet, side rails need to be at least 3X6's.
- G. Cleats of 2X4 lumber and spaced 12 inches (12") top to top.
- H. Keep ladder bases free of debris, hoses, wires, materials, etc.
- I. Metal ladders around electrical work are prohibited.
- J. Do not use a metal ladder on rooftops or within 50 feet (50') of electrical power lines.
- K. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
- L. Employees must face the ladder when ascending or descending.
- M. Do not use a ladder as a horizontal platform.

13. SCAFFOLDING:

- A. Build scaffolds according to manufacturers' recommendations and MIOSHA Construction Safety Standard Part 12 – Scaffolding.
- B. Initially inspect for damage prior to mounting.
- C. Do not work on scaffolds outside during stormy or windy weather and stay out of fall area.
- D. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
- E. Footings shall be sound and rigid and capable of carrying the maximum intended load.
- F. Properly cross-braced.
- G. Proper guardrails and toeboards installed.
- H. Be alert to overhead wire when on scaffold, especially when placing re-rod in walls.
- I. Guardrails must be in place on scaffolding ten feet (10') and over.

14. FALL PROTECTION:

- A. **Guardrails, handrails and covers** shall be installed as required wherever there is danger of employees or materials falling through the floor, roof or wall openings, and shall be guarded on all exposed sides.
- B. Guardrail assemblies around floor openings shall be equipped with guard-rail, mid-rail (and toeboards, if necessary).
 - The toeboards (if necessary) shall be a minimum of four inches (4") above the floor and shall not have more than ¼ inch clearance above the floor level if there are employees below and conditions dictate.
- C. Guardrails must be capable of supporting 200 pounds in any direction.
- D. Safety belts/harnesses and lanyards shall be worn and secured at any time there is a fall hazard of more than six feet (6'). Always keep your line as tight as possible.

- E. Lifelines shall be erected as required to provide fall protection when working in areas where permanent protection is not in place.
 - Horizontal lifelines shall be a minimum of ½ inch diameter wire rope.
 - Vertical lifelines shall be ¾ inch diameter manila rope or equivalent and shall be used in conjunction with an approved type rope grab.
- F. Posts shall be of at least 2X4 stock spaced not more than eight feet (8') apart.
- G. Top rail shall be 42 inches (42") above the floor and of 2X4 stock.
- H. The intermediate (mid) rail shall be approximately 21 inches (21") above the floor and of at least 1X4 stock.

15. MATERIAL STORAGE AND HANDLING:

- A. Designate material storage area.
- B. Keep material, including spoil, at least two feet (2') from edge of excavation.
- C. Control water.
- D. Inspect frequently.

16. FIRST AID AND MEDICAL EMERGENCIES:

- A. Report all plant injuries, regardless of severity, to your Supervisor.
Never attempt self-treatment. A slight injury may become serious if not properly treated.
- B. Know what emergency procedures have been established for your job site; i.e., locations of emergency phone, first aid kit, stretcher, fire extinguishers, evacuation plan, etc.
- C. If any part of your body should come into contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.

Note: Precautions are necessary to prevent sunburn and to protect against burns from materials.

- D. **Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job-site first-aid equipment until an ambulance arrives.**

17. SANITATION:

- Sanitation facilities have been or will be provided for your use.

EMERGENCY PROCEDURES

In case of an emergency on site, the following procedures should be instituted at each site:

1. Method of communication should be determined at each site, telephone, radio, etc.
2. Emergency telephone numbers should be posted for:
 - a. Police
 - b. Fire
 - c. Medical Response Team
 - d. Emergency Room and Walk-in Clinics
3. Post near communication station the address of your site.
4. Post names of first-aid responders on site.
5. Designate person to direct emergency crews to site of emergency.
6. All employees must be aware of the locations of the Emergency Rooms and Walk-in Clinics.

ON-SITE EMERGENCY PROCEDURES

In case of any emergency on site, the following procedures will be followed:

1. In case of **MINOR** injuries or illnesses, employee must:
 - Report immediately to Job Foreman, then seek medical assistance as needed.
 - File an Accident Report with the Administrative Assistant immediately!
2. In case of **MAJOR** injuries, illnesses or accidents, employee must:
 - Report immediately to Job Foreman, if able.
 - If unable, nearest employee must immediately report to Job Foreman who will call 911 for emergency response team.
 - **DO NOT MOVE THE INJURED PERSON!**
3. In the event 911 should be called, employee reporting to Foreman will:
 - Immediately inform designated person who will assess and assist if necessary.
 - The person on site who is current-certified by the American Red Cross in Community CPR and Standard First Aid is_____.
 - **DO NOT ATTEMPT TO ASSESS THE VICTIM. Without proper training, critical time can be lost!**
4. The same employee will then proceed to direct Emergency Response personnel to the victim, unless there is an additional employee available.
5. In the event that there are additional employees available, **DO NOT MOVE THE VICTIM!** Stay calm, quiet, and out of the way. Assist first-aider as requested until emergency personnel get to the scene and take control.
6. Any witnesses must report to the General Contractor/Construction Manager to file a statement as soon as possible after the incident.

REPORTING OF INJURIES & NOTIFICATIONS

All employees will be held accountable for failing to report an on-the-job injury immediately. **Immediately means at or near the time of the injury, and on the same day of the injury.** Employees must report the injury, in detail, to their immediate Supervisor; i.e., Foreman, Superintendent, Manager, etc. The employees must let their Supervisor know:

1. How they hurt themselves
2. What they were doing at the time
3. Who they were working with at the time
4. When and where it happened
5. Other pertinent information that will aid in the Supervisor's investigation of the accident.

Anyone failing to report an on-the-job injury according to the above instructions is in violation of Arisco Contracting Group's Safety and Health Policy and may be subject to termination. Every employee of Arisco Contracting Group, its subcontractors, and suppliers, are expected to comply with the company policy and to comply with OSHA and Michigan State Health and Safety standards.

NOTIFICATIONS

A. IN CASE OF SERIOUS INJURY OR DEATH

After the injured has been taken to the hospital, notify the Project Manager immediately. Fill out the accident report form and send it to the main office. Get statements from witnesses and make certain statements are signed by witnesses, dated and time-noted. Take photographs of the area and anything relevant.

B. IN CASE OF INSPECTION BY FEDERAL, STATE OR LOCAL INSPECTORS

Notify the Project Manager that the OSHA, Federal, State or Local inspectors are on the job-site, and be cooperative. The Field Technician should immediately notify **Steven Wright**.

WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL

The following hazard communication program has been established for **Arisco Contracting Group**. This program will be available for review by all employees.

I. HAZARD DETERMINATION

Arisco Contracting Group will be relying on Material Safety Data Sheets from suppliers to meet determination requirements.

II. LABELING

- A. The Field Technician or Project Manager will be responsible for seeing that all containers coming in are properly labeled.
- B. All labels shall be checked for:
 - 1. Identity
 - 2. Hazard
 - 3. Name and address of responsible party
- C. Each employee shall be responsible for seeing that all portable containers used in his/her work area(s) are labeled with identity and hazard warning.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The Field Technician will be responsible for compiling the master MSDS file. It will be kept in the field trailer or Construction Manager's trailer.
- B. Copies of MSDS's for all hazardous chemicals to which employees may be exposed will be kept in a file at company field trailer or Construction Manager's field office.
- C. MSDS's will be available for review to all employees during each work shift. Copies will be available upon request to same.

IV. EMPLOYEE INFORMATION TRAINING

- A. The main office shall coordinate and maintain records of training conducted for employees.
- B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class or tool box talk. As part of these class(es), each employee will learn:
 - 1. Chemicals and their hazards in the workplace
 - 2. How to lessen or prevent exposure to these chemicals
 - 3. What the company has done to lessen or prevent workers' exposure to these chemicals
 - 4. Procedures to follow if they are exposed
 - 5. How to read and interpret labels and MSDS's
 - 6. Where to locate MSDS's and from whom they may obtain copies

- C. The employee will be informed that:
 - 1. The employer is prohibited from discharging or discriminating against an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
 - 2. As an alternative to requesting an MSDS from the employer, the employee may obtain a copy from the Department of Public Health.
- D. Attendance will be taken at training sessions. These records will be kept by the Project Manager.
- E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

V. HAZARDOUS NON-ROUTINE TASKS

- A. On occasion, employees are required to do work in hazardous areas (e.g., confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.

This information will include:

- 1. Specific chemical hazards
 - 2. Protection/safety measures the employee is required to take to lessen risks
 - 3. Measures the company has taken to lessen the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures
- B. It is the policy of Arisco Contracting Group, that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.**

VI. INFORMING CONTRACTORS

- A. It is the responsibility of the Project Manager to provide any other contractors with employees exposed to our chemicals with the following information:**

- 1. Hazardous chemicals with which they may come in contact
- 2. Measures the employees should take to lessen the risks
- 3. Where to get MSDS's for all hazardous chemicals

- B. It is the responsibility of the Foreman or Project Manager to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.**

VII. PIPE AND PIPING SYSTEMS

- A. Information on the hazardous contents of pipe and piping shall be readily available.

DRUG AND ALCOHOL ABUSE

Arisco Contracting Group believes that on-the-job impairment due to drug use, misuse or abuse is a health issue that may affect workers and must be addressed according to established principles of occupational health. Arisco Contracting Group believes the best way to instill these principles is through cooperation in a “drug-free” workplace program.

Arisco Contracting Group recommends that Supervisors refer a worker in a safety-sensitive job for a health assessment if the Supervisor has reasonable grounds to suspect impairment of the worker.

Arisco Contracting Group, institutes routine pre-employment drug testing as part of its partnership in a drug-free workplace program. It recommends that random drug testing among employees for drugs be taken, in safety-sensitive positions or otherwise, and tests be taken when measures of performance and effective peer or supervisory observation are unavailable.

Drug testing is to be conducted in such a way as to protect confidentiality and is to be undertaken with the employee’s informed consent (except when otherwise required by law).

Illicit drugs are not the only ones that may cause impairment. Certain prescription drugs and even some over-the counter medications may affect a person’s ability to carry out their work functions safely; such effects may vary considerably from one person to another.

Over-the-counter, prescription and street drugs known to cause short-term or long-term impairment will be identified by the occupational health service. Drugs will be listed on the basis of their ability to affect judgment or performance **and this includes alcohol**.

SAFETY DISCIPLINE

- A. SAFETY VIOLATION NOTICES SHALL BE ISSUED TO ANY ARISCO CONTRACTING GROUP EMPLOYEE, SUBCONTRACTOR, OR ANYONE ON OUR JOB SITE VIOLATING THE SAFETY RULES OR REGULATIONS.
- B. ANY VIOLATION OF A SAFETY RULE CAN RESULT IN SUSPENSION OR IMMEDIATE TERMINATION.
- C. ISSUANCE OF A SAFETY VIOLATION NOTICE FOR FAILURE TO USE FALL PROTECTION, OR FOR FAILURE TO REPORT A JOB INJURY (AT THE TIME OF INJURY), WILL RESULT IN IMMEDIATE TERMINATION.
- D. IT IS UNDERSTOOD THAT ARISCO CONTRACTING GROUP IS **NOT** RESTRICTING ITSELF TO THE RULES AND REGULATIONS OUTLINED IN THIS MANUAL. ADDITIONAL RULES AND REGULATIONS AS DICTATED BY THE JOB WILL BE ISSUED AND POSTED AS NEEDED.

Three Step System

First Violation:	Written warning. Copies to employee and employee's file.
Second Violation:	Written warning. Suspension for full day without pay.
Third Violation:	Written report for file. Immediate termination.

A RECORD WILL BE MAINTAINED OF ALL DISCIPLINE.

EMPLOYEE ACKNOWLEDGMENT

I have this day received a copy of Arisco Contracting Group's Construction Safety Program and agree to follow all the terms and conditions outlined therein.

I further understand that failure to comply with all terms and conditions in the Construction Safety Program may result in disciplinary action including time off without pay or termination.

By accepting below, the undersigned agrees to follow all the terms and conditions outlined herein:

ACCEPTANCE,

**EMPLOYEE /
SUBCONTRACTOR SIGNATURE**_____

**EMPLOYEE / SUBCONTRACTOR
NAME (PLEASE PRINT)**_____

DATE_____