SAFETY PLAN

Introduction

Employees' health and safety are a priority on all Wolverine Construction, Inc. job sites and it is our policy to strive for the highest safety standards on every project. Safety does not occur by chance. It is the result of careful attention to all company operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute the company's policy to maintain safety and occupational health.

You are urged to do your part to make the construction site a safe area for yourself, your employees and others. Wolverine Construction, Inc. and your Safety Program can be improved by proper use of equipment, avoidance of unsafe practices, good housekeeping, proper and constant training, and a commitment to do your part in making the work site safe for all.

It is the basic function of each project superintendent to make the safety of employees and subcontractors an integral part of his/her daily duties. Each employee/subcontractor is therefore accountable for his/her own actions. Each person must observe all safety regulations applicable to their particular work task, and report unsafe conditions, persons and/or unsafe acts immediately.

Superintendents, foremen, craftsmen and laborers have a common responsibility for job site safety and will be held accountable for the successful implementation and maintenance of the safety program. Our program has been developed to assure compliance with federal, state and local regulations, with particular emphasis on the Occupational Safety and Health Act of 1970 (OSHA) and OSHA requirements that apply to our construction operations. It is the obligation of all employees to be knowledgeable of the standards established by these agencies and to implement the rules and regulations contained therein on projects under their direction.

The success of the Safety Program can be accomplished only through firm commitments and wholehearted cooperation from every employee on the work site. A safe work site should be the goal of every employee/subcontractor.

This handbook was completed to aid everyone on Wolverine Construction, Inc. jobs to comply with OSHA's standards. Note that this book does not cover every safety and health standard but it does contain those of critical importance. You are urged to be aware of all OSHA standards and to refer to those standards for further information. The information contained in this publication is not considered a substitute for any provisions of the standard.

A safe operation is organized, clean and efficient. It is of utmost importance that all aspects of our safety program be strictly adhered to and that the intent of this program be strictly followed. We encourage any recommendations to improve our Safety Program. As a member of our organization, you automatically accept a moral obligation to your fellow employees and an economic obligation to Wolverine Construction to see that operations under your care, custody and control are carried out in an efficient and safe manner. Along with other responsibilities, safety consciousness must always exist in your thinking and planning. Because of this obligation, you must not only prevent obvious unsafe acts on the part of those you work with but you must anticipate potential hazards. After an accident occurs, it is too late to prevent it. All employees must recognize that working in an unsafe manner is counterproductive.

Therefore:

1. Be constantly alert to unsafe acts and conditions.
2. Train employees in proper practices and procedures for each new or repetitive task.
3. Encourage employees to ask if not familiar with proper safety practices.
4. Enforce the use of personal protective equipment.
5. Unknown physical limitations could be a major problem for some employees. Encourage them to be open about their problems so the management can schedule work around limitations.
6. Impress upon all workers the necessity to report all accidents immediately.
7. Keep your mind on the job at hand.
8. Avoid horseplay.
9. Advise all employees that drugs and alcohol on the work site are not acceptable and are grounds for immediate dismissal.
10. Weekly safety meetings with Wolverine Construction, Inc. superintendents are mandatory as well as weekly “tool box talks” with employees.
11. Train employees in hazard recognition and make regular (at a minimum) daily inspection.
12. Acquaint yourself and others with overall preventative action as necessary to maintain a safe site.
13. Practice good housekeeping.

Accident Reporting and Record Keeping

1. Wolverine Construction superintendents are to be notified immediately of any accident.
2. Wolverine Construction superintendents are to inspect the location as soon as possible to take statements from witnesses and fax a handwritten report to the corporate office as soon as possible, but no later than one hour after the accident.
3. Within eight hours of an accident, complete the following to the extent possible:
    a. Bodily Injury Incident Report
    b. Property Damage Incident Report
    c. Workmen’s Compensation Commission, Employees First Report of Injury (if applicable).
4. Copies of all incident/accident reports are to be kept on site. Originals are to be sent to the corporate office.
5. A serious injury or fatality is to be reported to OSHA within eight hours.
6. A substance abuse test may be required for any accident that occurs during working hours.

Posted Forms at Job Site

1. OSHA Safety, Health and Hazcom Poster
2. OSHA Citations (if applicable)
3. OSHA Records Location (333 North Main Street, W. Hartford, CT)
4. Minimum Wage/E.E.O.E. Poster
5. Insurance Carrier Poster
6. Emergency Phone Number (at each phone location)
7. Directions to nearest Medical Center and/or Job Site (at each phone location)
8. Drug & Alcohol Policy
9. Emergency Evacuation Plan
10. Fire Extinguisher Monthly Inspection Record
11. Safety Inspection Log
12. Hazardous Material List
13. OSHA 200 Log Location
14. HAZCOM "Notice to Other Employees"
15. MSDS "Fax On Demand" Notice
16. Any other job specific posters

First Aid

1. Wolverine Construction, Inc. site superintendent is first aide and CPR certified.
2. Wolverine Construction, Inc. is required to have a first aide and CPR certified individual on site at all times. Certifications are required to be kept up to date.
3. Wolverine Construction, Inc. is required to have its own acceptable first aide kit on site.
4. Material Safety Data Sheets are on site or readily available.

Housekeeping

1. Work areas, walkways and stair must be clear of debris.
2. Cords and hoses must be supported properly overhead.
3. Access to ladders cannot be blocked.
4. Clean up is a daily requirement.
5. Remove or bend nails protruding from lumber.
6. Remove combustible material on a regular basis.
7. Containers are required for collection of trash and debris.

Sanitation

1. Provide drinking water.
2. Provide disposable cups and dispenser.
3. Provide adequate and clean toilet facilities (one unit per 15 employees).
4. Provide washing and/or shower facilities, if applicable.
5. Properly dispose of coffee cups, empty bottles and cans, and debris left over from break or lunch.
6. After finish floor installation begins, no eating, drinking or smoking is allowed inside

Excess Noise, Air Contamination, Ventilation, Illumination

1. Ear protection must be available and used properly whenever:
    a. Jackhammer work is in progress.
    b. Power actuated tools are in use.
    c. Pile driving or sheeting work is in progress.
    d. Torquing T.C. bolts with an air gun/riveting is in progress.
    e. Concrete sawing or grinding is in progress.
    f. Any operation creating sound levels above 90 decibels is in progress.
2. Consider whether respirators are required when air contamination is possible.
    a. If required, fit test record must be maintained.
3. Consider proper ventilation systems, such as fan discharge, encapsulation, etc. if conditions require.
4. Adequate illumination must be maintained – 5 ft. candles, minimum.
5. If hazardous material is encountered or suspected, stop all work in the area and prevent access. Contact a local hazardous waste contractor and notify proper authorities.

Personal Protective Equipment

1. Hard hats must be worn at all times under the following conditions:
    a. Job is posted Mandatory Hard Hat Area.
    b. As conditions required by OSHA.
    c. As conditions required by MOSHA.
    d. As directed by your supervisor.

    Exceptions:

    During the finished stages of projects, hard hat protection according to OSHA and MOSHA laws “may not” be required. **ONLY** at the direction of your supervisor will this be allowed.
2. Long pants and shirts are required at all times.
3. Safety glasses and/or face shields must be worn whenever there is a potential for harm to the eyes or the face.
4. Hard-soled work boots are mandatory at all times.
5. Ear protective devices must be worn whenever noise levels or exposure cannot be reduced to 90DBSs.
6. Welding goggles must be worn whenever welding work is performed. (Filter lenses or plates of at least proper shade number).
7. Respirators or masks must be used whenever the potential for hazardous air borne matter may be present.
8. Safety harness, lanyards and life lines must be used whenever potential fall distance exceeds 6 ft.
9. Specialty gloves must be used in all potentially harmful situations.
10. Life jackets, ring buoys and skiffs must be used whenever working over or near water.
11. Laser safety goggles are required whenever exposure to laser beam is possible.

Emergency Action Plan

1. Plan requires:
    a. Posted evacuation route.
    b. Method of alerting employees in an emergency.
    c. Emergency action training (documented).
    d. Specified assembly area.
2. Written Emergency Action Plan required.
3. Practice evacuation and assembly.

Fire Prevention and Protection

1. Establish “smoking prohibited” areas with signs.
2. Stand-by fire watch and limited access zone is required for all overhead welding and/or cutting.
3. Storage within 3 ft. of any door used as access/egress is prohibited.
4. Access aisles are required between stored items.
5. Water filled barrels, marked and accessible, if used for fire protection.
6. Storage within 50 ft. of flammable material is prohibited.
7. Fire extinguishers must be tagged and updated yearly and inspected monthly.
8. Fire extinguishers are required, one at each level and one every 3,000 sq. ft. - 10 lb. minimum.
9. Written program is required.
10. Fire prevention and protection training (documented) is required.
11. Notify local fire department of activities and any hazardous material on site per “Community Right To Know” law.
12. Standby fire watch required for 30 minutes after burning, welding, or other “hot work” is performed.

Flammable and Combustible Materials

1. Flammable and combustible materials are to be stored in approved cans; e.g., self-ventilating cap with spark arrestors, metal construction.
2. Always store outside – minimum 20 ft. from building and limited to 1,100 gallons.
3. Storage cabinets required for quantities over 25 gallons.
4. No source of ignition within 50 feet of stored material is permissible.
5. Adequate and approved signage is required.
6. 20 lb. Class B or ABC extinguisher must be maintained in the area of storage.

L.P.G. and Temporary Heating Devices

1. Approved safety relief devices are required on all heaters.
2. Flame failure controls are required on all heaters.
3. Maintain a minimum distance of 6 ft. between heater and cylinder.
4. Maintain adequate ventilation
5. Maintain a minimum distance of 10 ft. from combustible surfaces.
6. Salamanders are prohibited.
7. Assure that cylinders are secured upright on firm ground and protected.

8. Protect valves with caps when transported, moved or stored.
9. Storage inside a building is prohibited.
10. A 20-pound B or ABC fire extinguisher is required in all cylinder storage areas.
11. Provide fire watch if required by local code official.
12. Bulk LPG storage units:
    a. must be adequately protected with fences, barricades, etc.
    b. must have proper signage.
    c. must have fuel lines to heat source buried or protected.
    d. must be a minimum of 20 ft. from building or in accordance with local code requirements, whichever is more stringent.

Traffic Control

1. "Danger" signs are to be posted whenever an eminent or immediate hazard is obvious.
2. "Caution" signs are to be posted whenever a potential hazard exists.
3. Flagman and flagmen are to be considered (assess traffic patterns and density to determine requirements).
4. Use directional signs whenever possible.
5. Necessary signs are to be posted to prevent or minimize congestion.
6. Foot traffic/pedestrian traffic flow is to be clearly delineated and adequately lighted for protection.
7. Local police department will be utilized for traffic control whenever necessary.

Material Storage

1. Materials must be properly stacked to prevent spillage.
2. Aisles must be kept clear.
3. Storage within 6 ft. of floor openings or 10 ft. from exterior edge of unprotected floor or roof is prohibited.
4. Stack stored material within reasonable, safe height limits.
5. Be aware of fire prevention requirements.
6. Flammable materials must be properly identified.
7. Storage of materials shall not obstruct exits.
8. Brick stacks to be kept at 4 ft. high then taper back 2 inches for every additional foot in height to maximum 7 ft. high.
9. Block stack to 6 ft. high then taper back ½ block for every tier (cube) above 6 ft.
10. Pipe, conduit, poles and other cylindrical materials shall be racked, stacked or blocked to prevent spreading, tilting or tripping hazards.

R*igging Equipment*

1. Eye splices are required and must be properly made.
2. Maintain equipment inspection reports (daily) on site.
3. Load capacity of crane must be posted.
4. Wire rope slings are to be removed from service if 10% of wires are broken in any .8 diameter section. Example, 5/8" diameter. Wire rope x 8 = 5" length. Assume the wire rope is 6 strands x 19 wires = 11.4 or more visible broken wires (cause to remove the worn rope from service).
5. When shackles are used for splices, the shackle must be in contact with the "dead" end of the cable. A minimum of four (4) shackles are required for any splice.

6. Maintain a record of alloy steel chain inspections.
7. Knots may not be used in lieu of splices in natural rope or synthetic fiber rope slings.
8. Synthetic web slings must be marked or coded to show:
    a. name of manufacturer;
    b. rated capacities for material;
    c. type of material.

Waste Disposal

1. Liquids and solvents must be covered and stored in approved containers and labeled.
2. Trash chutes must be enclosed.
3. Access to indoor drop chutes must be limited – flagged off.
4. Clean up on a daily basis.
5. Maintain dust control.
6. Establish a limited access area.
7. Use respirators if conditions require it.
8. Trash chutes are required whenever materials are dropped more than 20 ft. outside a building.

Hand and Power Tools, Abrasive Tools, Woodworking Tools

1. Proper guards are required on all power tools.
2. Positive "ON-OFF" switch is required on portable sanders, grinders with wheels 2 inch diameter or less, routers, planers, trimmers, nibblers, shears, scroll saws and jigsaws.
3. Momentary contract "ON-OFF" switch required on portable drills, tappers, drivers, grinders with wheels larger than 2 inches, disk or belt sander, reciprocating and saber saws.
4. A constant pressure switch is required on all other hand-held power tools including circular saws, chainsaws and percussion tools with the exception of concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, etc.
5. It is a violation to permit the use of unsafe hand or power tools.
6. No fuel powered tools are allowed in any confined space workplace.
7. Personal protective equipment is required if any employee will be exposed to falling, flying, abrasive, or splashing objects, or harmful dusts, fumes, mists, vapors and gases, or noise levels above 90 decibels while operating or using any tool.
8. Safety clips or retainers shall be security installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
9. Do no exceed manufacturer's safe operating pressures.
10. All hoses exceeding ½" diameter must be equipped with a pressure reducing valve at the source of supply in case of hose failure.
11. Only trained and licensed employees shall be allowed to operate powder activated tools.
12. Daily inspection required, before use, for all powder activated tools. All defects discovered before or during use shall be corrected.
13. Tools shall not be loaded until immediately before use.
14. Loaded tools shall not be left unattended.
15. Electric power tools shall be either double insulated or used only with a G.F.C.I. system.
16. Wrenches with sprung jaws shall not be used.
17. Impact hand tools must be kept free of mushroom heads.

18. Wooden handles of tools must be secure and free of splinters and/or cracks.
19. Belt sanding machines shall be guarded at the point where the belt engages the pulley. (NIP point).
20. The unused run of the sanding belt shall be guarded against accidental contact.
21. Hand fed jointer with horizontal cutting head shall have a guard which will automatically adjust itself to cover the unused portion of the head as well as a guard that covers the head back of the fence.
22. All woodworking shop-type tools must be equipped with a disconnect switch that can be locked or tagged in the OFF position.
23. Compressors used for cleaning must not exceed 30 psi. This requirement does not apply to concrete forms, mill scale and similar cleaning operations. Personal protection equipment must be worn when using compressors for cleaning.

Welding and Cutting

1. Burning/welding permits will be provided, if required.
2. Hoses and leads should not be run through doorways.
3. Hoses and leads should be suspended overhead.
4. The first 10 feet of welding cables are to be clear of cuts or repairs.
5. All cylinders are to be transported in a bottle cart only.
6. Cylinders must be secured in an upright position on a firm foundation.
7. Oxygen tanks must be stored 20 feet from acetylene.
8. Oxygen and acetylene hoses must be distinguishable from each other.
9. Torches must be lighted by friction lighter only.
10. Oxygen cylinders must be free from grease.
11. Inspect all leads, grounds, clamps, hoses, gauges, torches and cylinders each day before use.
12. Frames of arc welder are to be grounded.
13. Welding glasses or face shields are required.
14. Welding curtains must be used to protect others in the area.
15. Fire rated blankets are required when working in an area containing combustible material.
16. A minimum 5-lb. ABC fire extinguisher is required within 20 feet of work area.
17. A fire watch or limited access zone is required when working overhead.
18. Adequate ventilation or respirators may be required.
19. Welding or burning on closed vessel, tank or confined space is prohibited without adequate safeguards and written posted program.
20. Fire watch must be in use during and 30 minutes after operations.

Electrical

1. All disconnects and circuits are to be clearly marked.
2. Flat, yellow or orange extension cords are NOT acceptable on construction sites.
3. Extension cords must meet the original manufacturer's standard.

The following basis rules should be followed regarding temporary electricity:

1. Only skilled electricians should be allowed to perform any kind of electrical work.
2. Do not overload circuits.

3. Use proper size wire for amps to be carried and also for grounding.
4. All circuits shall be of ground fault circuit interrupters, unless the contractor uses a documented assured equipment grounding conductor program.
5. All circuits must be properly grounded.
6. Wire and cords must be protected from vehicle traffic.
7. Temporary wiring should not be hung over nails, rebar or other metal objects.
8. Periodic inspections should be made of all temporary electrical systems to ensure they are in a safe condition.
9. If a circuit is de-energized for any reason, tag and/or lock it “out of service” until it can be safely returned to service.
10. Extension cords used with portable electric tools and appliances shall be 3-wire type.
11. Every precaution shall be taken to make any necessary open wiring inaccessible to unauthorized personnel. Lighting for barricades, fences, or sidewalks, etc. shall be encased in a metal raceway.
12. No electrical work should be done hot when it can be done cold. When it is necessary to work with hot lines, only qualified personnel, properly equipped with rubber gloves and blankets which have been tested regularly in accordance with the American National Standards Instituted suggested standard should be used.
13. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. The lights shall be equipped with heavy duty electric cords with connections and insulation maintained in safe condition. Temporary lights shall not be suspended by their electric cord unless cords and lights are designed for this means of suspension. Splices shall have insulation equal to that of the cable. Temporary lights should provide adequate lighting for working conditions. Special attention should be give to stairways, ladders, floor openings, basements and other hazardous locations. No temporary lights shall be suspended by any electrical conductive materials or be strung over or around metal parts of the building.
14. All temporary electric wiring shall be kept off the floors and /or ground and shall be suspended from ceiling and/or supports a minimum of eight feet. If eight feet head space is not available, wiring should be kept at the highest height available.
15. All temporary electric wiring for the exterior use shall be suspended in the air at a minimum of eight feet, where no equipment, trucks, etc can be used. In all other areas the wiring shall be suspended to a height to give proper clearance. If temporary wiring is to be installed underground, it shall be installed in such a manner to meet the requirements of the National Electric Code.
16. Cords shall be kept clear of working spaces and walkways or other locations in which they are readily exposed to damage.

Lockout/Tagout

The Control of Hazardous Energy (Lock/Tagout) Standard covers procedures the employer must establish and follow when servicing and/or maintenance operations are conducted on machines and equipment. When the unexpected energization or start up of the machines and equipment, or release of stored energy could cause injury to employees, OSHA required employers to establish a program and utilize procedures. The program and procedures deal with affixing appropriate lockout or tagout devices to energy isolating devices, and otherwise disabling machines or equipment to prevent injury to employees.

Authorized Employee – a person who implements a lockout or tagout system procedure on machines or equipment to perform the servicing or maintenance. An authorized employee has been trained and is capable or all lockout or tagout related procedures.

Application:

1. Preparation for Shutdown – Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
2. Machine or Equipment Shutdown – The machine or equipment shall be turned off or shut down. An orderly shutdown must be utilized to avoid any additional or increased hazards to employees as a result of equipment being de-energized.
3. Machine or Equipment Isolation – All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.
4. Lockout or Tagout Device Application – Devices are affixed to each energy isolating device by authorized employees. Lockout devices, when used, shall be affixed in a manner that will hold the energy isolation device in a “safe” or “off” position. Tagout devices where used shall be affixed in such a manner as to clearly indicate that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited. Tagout devices used with energy isolating devices capable of being locked are to be attached at the same point a lockout device would have been attached. Where a tag cannot be affixed directly to the energy isolating device it will be located as close as safely possible to the device, in a position that will be immediately obvious to operate the device.
5. Stored Energy – Following the application of lockout or tagout devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained and otherwise rendered safe. If there is a possibility of recirculation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed or until the possibility of such accumulation no longer exists.
6. Verification of Isolation – Prior to the starting work on machines or equipment that must be locked or tagged out, the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

Release from Lockout or Tagout:

1. Machine or Equipment – The work area shall be inspected to ensure that non essential items have been removed and to ensure that machine or equipment components are operationally intact.
2. Employees – The work area shall be checked to ensure that all employees have been safely positioned or removed from potentially hazardous areas. Before the lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices are to be removed.
3. Lockout or Tagout Device Removal – Each device shall be removed from each energy isolating device by the employee who applied the device. If the employee who applied the device is not available to remove it, the specific procedures and training for removal of devices in such situations must have been developed, documented and incorporated into the employee’s energy control program. The employee must demonstrate that the

specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. This procedure shall include at least the following elements: verification by the employer that the authorized employee who applied the device is not at the facility; making all reasonable efforts to contact the authorized employee to inform said individual that their device has been removed and that this employee has knowledge of the device removal before they resume work at the facility.

Lockout/Tagout:
1. Observe posted written program regulations at all times.
2. Lockout is the preferred method of isolating equipment/machines from energy sources.
3. Tagout is acceptable if energy isolation devices are not lockable.
4. A plug is an acceptable lockout only if service is 110 volts or less.
5. Brass plugs are NOT acceptable lockout devices.
6. Valves should be chained, locked and tagged.
7. Contact superintendent before starting any repair requiring lockout/tagout.
8. String, wire, cord or adhesive tape are NOT acceptable tag attachment devices.

Stairs, Ladders and Scaffolds

Stairs:
1. All flights of stairs with more than four risers require a handrail.
2. Rails are required on open sides of stairs less than 44" wide.
3. Riser height and tread width shall be uniform, within 1/8", throughout any flight of stairs.
4. Pan type stairs must be filled solid, side to side and front to back, to the level of the nosing.

Ladders:
1. Portable ladders must be placed on solid level base.
2. Ladder side rails must extend 36" above top landing.
3. Top of ladder must be tied off.
4. Maximum angle of ladder is 1' for every 4' high.
5. Job made ladders – minimum width is 12" – rungs 12" apart and inset or cleated – 2 nails each rung.
6. Step ladders – standing or working on or above the last step is prohibited.
7. Constantly watch for clearances for power lines or overhead electrical sources.
8. Do not overreach.
9. Only type 1A or 1 step ladders are allowed on sites except for painters and paper hangers. They may use "medium duty" type.
10. Only wood or fiberglass ladders are permitted.
11. The use of ladders with broken or missing rungs or steps, broken or split rails, or with other faulty or defective construction is prohibited and shall be removed from the site.

Scaffolds:
1. Scaffolding must always be on a solid, level surface; no blocks or bricks, mud sills only.
2. Base plate screw jacks must never have more than 12" of thread showing.
3. Toe board, midrail, handrail (3 sides) and solid deck are required at work elevation.
4. Deck plank laps must be minimum 12" or secured.
5. Deck plank overhang must be 6" minimum to 12" maximum.

6. All stacking pins must be in place.
7. Scaffolds must be tied back when 26’ high and/or 30’ long.
8. Access ladders are required. Climbing scaffold is never permitted.
9. Observe safe working loads – especially at material access locations.
10. Mobile scaffolds shall have a maximum height equal to 4 times the smallest base dimension.
11. Mobile scaffolds shall have a minimum width of 20 inches.
12. Lockable wheels are required on mobile scaffolds.
13. No riders are allowed on mobile scaffolds.
14. Mobile (wheeled) scaffolds shall only be used on level, smooth surfaces.
15. Be aware of low overheads when using mobile scaffolds.
16. Fall protection is required above 10 feet.

Fall Protection

1. All work above 6 ft. generally requires fall protection.
2. Acceptable methods of fall protection are: nets, harness or rails.
3. Ironworkers erecting structural steel need no fall protection until they are 25’ high.
4. Masons working on scaffold need fall protection at 10’ and above.
5. Roofers only may use a safety monitoring system along roof edge.
6. Roof edge warning lines must be established either 6’ or 10’ from edge with standards every 8 feet and flags every 6 feet.
7. Controlled access zone is required for masons laying overhand.
8. Fall Protection training and rescue plan is required.
9. A cover is required over all openings (2” or larger) in floors. It must be fastened and marked “Hole”.
10. Any wall opening larger than 18” wide x 30” high needs barricades if the opening is less than 39” above the walking surface.
11. Any employee loading a scaffold or floor, where rail has been removed to facilitate loading, must be tied off.
12. Excavations 6 feet or more in depth require a guard rail.

Cranes and Derricks

1. Load and hand signal charts must be posted
2. A valid operator’s license is required.
3. State inspection certificate must be posted, if required by state.
4. Annual inspection record must be available.
5. Swing radius barricades must be in place.
6. One ABC rated fire extinguisher must be in cab and one must be in machine cabinet.
7. Observe clearances from overhead power lines.
8. Tag lines required for all lifts.
9. Riding the ball or the hook is prohibited.
10. Lifting loads over personnel is prohibited.
11. Any crane wire rope with six broken strands within one lay must be removed.
12. Chains require tags showing length, manufacturer and rating.
13. A first aid kit is required in cab of crane.
14. A safety latch is required on crane hook.
15. Outriggers must be fully extended.

Material and Personnel Hoists

1. Rated load capacity and operating rules must be posted in car.
2. Material hoist must be enclosed, except for entrances to the hoistways.
3. Personnel hoist must be enclosed full height on either side adjacent to floor or platform entrance.
4. Doors or gates are required at hoistway entrances on the building.
5. The car entrance must be enclosed with doors or gates.
6. Solid planking on top of cars is required.
7. Doors or gates of personnel hoistways must be interlocked.
8. Car arresting devices are required.
9. Overhead protection is required at operator's station on material hoists.
10. Towers must be anchored and guyed.
11. Hoists must be inspected and tested at least every three months.
12. Records must be maintained and posted in the cab.
13. Riders are not allowed on material hoists except for qualified maintenance personnel.

Aerial Lifts

1. Both platform and cab controls are required.
2. Standing on mid or top rails is prohibited.
3. Lift controls must be tested and operational.
4. Employees must be tied off when using bucket lifts, cherry pickers, bucket trucks, etc. Scissor lifts do not require tie-off.
5. Lifts are not to be moved when the boom or bed is in a raised position.
6. Scissor-type lifts are to be operated only on solid firm level surfaces.
7. All terrain lifts are required for other applications.
8. Additions or alterations to lifts must have manufacturer's approval, in writing.
9. Operators must be trained and licensed for each type to be used.

Motor Vehicles and Mechanized Equipment

1. Unattended equipment must be identified by lights or reflectors at night.
2. Blades, buckets, and bodies must be lowered or blocked when not in use or being repaired.
3. Brakes must be set when equipment is parked.
4. Wheels must be chocked on inclines.
5. Equipment operator must be aware of overhead power line locations.
6. Vehicle inspection is required at the start of each shift.
7. Defects must be corrected before equipment is placed in service.
8. Cab shield is required on haulage trucks.
9. Overhead guards are required on high lift trucks and site clearing equipment.
10. Rollover protections required on earth moving and site clearing equipment.
11. Seatbelts are required and must be used on vehicles if there is an obstructed rear view.
12. Backup alarms or an observer are required on all vehicles if there is an obstructed rear view.
13. Dump bodies are to be equipped with permanently attached bed support for maintenance purposes.
14. Operators must be licensed.

Excavating and Trenching

1. All excavations 6’ or more deep must be either sloped, benched or sheeted and shored.
2. The maximum legal slope without soil classification is a 1-1/2’ horizontal to 1’ vertical. If the excavation indicates layered soil, the excavation must be cut to meet the least stable layer.
3. A ladder is required to access the excavation after 4 ft. deep at 25 ft. intervals. The ladder needs to extend 3 ft. above the trench and must be secured.
4. Safety vests are required if an excavation is in close proximity to moving traffic.
5. Trenches need to be kept free of standing water.
6. Inspect all excavations daily; after rainstorms; and any time a changing condition occurs.
7. A trench box is an acceptable type shore. Manufacturer’s data must be on site.
8. If steel sheet piling is used, it must be designed and stamped by a P.E.
9. Always *“Call Before You Dig”.*
10. Trench excavated material must be stored/stockpiled in a minimum of 2 ft. back from the edge of trench.

Concrete and Masonry Construction

1. No ride-on power trowels are allowed above the first floor.
2. Power trowels must have constant contact switch.
3. Caps are required on all vertical rebar to prevent impairment.
4. Personnel must be kept away from concrete buckets.
5. Head and full face protection are required when pumping concrete through pneumatic hoses.
6. The metal handles on bull floats contacting electrical sources are the major cause of accidents in the concrete industry. Be alert.
7. A controlled access zone is required whenever brick or block walls are 8’ or more above the walking surface. A controlled access zone must be the height of the wall plus 4 ft. and is to be established on the side opposite the scaffold. Only masons are allowed in this area.
8. Mixing machines must be adequately protected.
9. Laborers for the brick masons must have dust mask or respirator when dumping into a premix hopper or cutting with a “dry” blade. Silica, in any form, is a carcinogen.
10. All unsupported masonry walls above 8 ft. must be braced on the side opposite the scaffold.
11. Practice good housekeeping.

Steel Erection

1. No more than four floors or 48 ft. of unfinished bolting or welding is allowable.
2. The derrick floor must be solidly planked or decked.
3. Floor, deck or safety net must be installed two floors or 30 ft. or less below the beams being erected.
4. Temporary floors must be secured against displacement.
5. ½” wire rope or equal as guardrail around the perimeter of temporary floors is required.

6. Single strand guardrail is required if only ironworkers are on the floor.
7. Double strand guardrail is needed if other trades are on the floor.
8. Wires used to plumb columns are to be removed only under supervision of a competent person.
9. Air line hoses are to be tied together or joined by quick disconnect couplers.
10. Guy wires must be flagged.
11. No material may be stored on open steel.

Demolition

1. An engineering survey of the building site as well as adjoining buildings, streets and sidewalks must be made before demolition starts.
2. All utilities are to be disconnected outside the building before demolition starts.
3. Floor openings used as a route for demolished material must be enclosed with barricades.
4. Any unused floor openings must be covered and marked.
5. Employee entrance to a building shall be protected by sidewalk bridges or canopies.
6. Unused stairs are to be closed off completely.
7. Stairs used for access and egress must be maintained in a clean, safe and properly lighted fashion.
8. Materials dropped outside walls must be within a barricaded area.
9. Material chutes must be entirely closed. Floor openings used for dump purposes must be protected by guardrails, barricades and warning signs at each level.
10. 18” minimum width platforms and walkways are required for manual demolition.
11. No workers are permitted in areas where headache ball is being used for demo purposes.
12. Headache ball must be attached to a load line with a swivel connection.
13. Dust control is critical.

Blasting

1. Review blaster’s license before proceeding.
2. Only qualified persons may handle and use explosives.
3. Explosives must be transported and stored in approved fashions.
4. Explosives must be handled in original containers or a Class 2 magazine.
5. A blast mat must be sued to control fragment. Take precautions to protect employees doing blasting operations.
6. Take precautions to prevent accidental discharge of electric blasting caps.
7. Smoking and open flames are not permitted within 50 ft. of magazines or when handling explosives.
8. Proper disposal bins must be supplied.
9. In case of electric blasting cap misfire, a minimum 30 minute wait is required to retrieve misfired cap.
10. Pre-blast survey is required.

Hazardous Communication

1. All containers of any material must be properly identified as to their content. Never attempt to handle, apply or use any material unless your supervisor has given you detailed instructions, safety precautions and proper protective equipment.
2. Never add water to acid. If dilution is needed, add the acid to the water.
3. Dispose of chemically soaked material in the proper containers.
4. Hazardous waste requires special disposal.
5. All employers must conduct hazardous communication training for employees.
6. All employees must be aware of MSDS, their use and their location.
7. A written Hazcom program is required to be maintained at the workplace.

Confined Spaces

1. A “confined space” has a limited or restricted means of entry or exit, is large enough for a workman to enter and perform assigned tasks, and is not designed for continuous occupancy.
2. A “permit required confined space” refers to those spaces that meet the definition of a “confined space” and pose health or safety hazards, thereby requiring a permit to enter.
3. Evaluate the workplace to determine if any space or area is a *“permit-required confined space”.*
4. If there are “permit-required” spaces, signs must be posted.
5. Work only as a team – one man up and one man down.
6. Harness and tripod are always required.
7. Never enter the space to rescue the man in the hole.
8. Always determine if air contaminates are present before entry.

A Basic Explanation of OSHA

What is OSHA? OSHA is the Occupational Safety and Health Act of 1970. This federal law, which took effect April 28, 1971, requires mandatory compliance by every employer and employee in the nation (with few exceptions), and is designed to assure safety and healthful working conditions for every worker in the nation.

OSHA Inspection Procedure – in the event that an OSHA inspector presents himself or herself on the job the superintendent or person left in charge shall follow the procedure outlined below:

1. Greet the compliance officer. This Indicates “good faith” and may reduce any penalty proposed.
2. Carefully examine his credentials and politely ask if he/she has a search warrant.
3. If he/she has no search warrant, immediately call the company office for direction about whether to allow an inspection without a warrant.
4. If he/she does have a search warrant, ask if you might have a minute to call your company before starting the inspection, then call the office and advise of the situation.
5. Immediately return to the officer, answer all questions, but do not volunteer any information he/she does not ask for. Take complete notes of any defects or deficiencies pointed out. If possible, have someone correct items that can be quickly remedied. Explain items that may be misinterpreted, but do not volunteer any information.
6. Take photographs of everything that the OSHA inspector photographs, and take additional photos from other angles. Determine every employee interviewed or questioned by the OSHA inspector.

7. Machinery or equipment not meeting the standards will be immediately shut down and the officer of the corporation in charge of equipment will be notified.
8. All records requested must be readily available for the compliance officer's inspection. It is the intention of the corporation to abide by the regulations to the best of our ability; therefore, your cooperation on the project is greatly needed.

Should an OSHA, MOSH or VOSH Inspector come to one of our job sites, please provide him with the attached page, which is a letter of explanation of your procedure that you are to abide by.

Both employer and the employee have responsibilities for jobsite safety. Workers shall discuss jobsite safety problems with the contractors or his/her supervisory personnel.

In accordance with OSHA Section 5(a), each employer shall:

1. furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees.
2. comply with the OSHA standards promulgated under this Act.

BUT

Each employee shall comply with OSHA standard and all rules, regulations and orders issued pursuant of this Act which are applicable to his/her own action and conduct.

Therefore, it is the responsibility of both the employer and the employee to comply with OSHA.

FAILURE TO ABIDE BY THE EMPLOYER'S SAFETY POLICY IS GROUND FOR DISCHARGE.

OSHA inspection procedure

DATE:

To: All OSHA, MOSH and VOSH Personnel

The superintendent or foremen for this company does not have the authority to allow an inspection without first contacting their main office.

There is no intent by the use of this letter to deny entry or prevent an inspection on this jobsite. Our foremen have been instructed to remove their employees from the area considered dangerous by the compliance officer while our company policy is being followed.

Sincerely,

WOLVERINE CONSTRUCTION, INC.

Douglas S. Dillon
President