

WPM Construction

STANDARDS OF SAFETY for Subcontractors

Last revised April 16, 2005

The goal of WPM Construction, LLC (General Contractor) is to operate a **SAFE, CLEAN, PROFESSIONAL, ORDERLY and EFFICIENT** construction site for the benefit of everyone involved in the project.

The term “site” shall mean the entire site, including all buildings.

Every person on the site shall strictly follow the safety rules, regulations, statutes and ordinances of federal, state and local authorities, as well as the following owner mandated work or safety rules.

Offenders may be barred from the site. In the event of conflict, the most stringent rule shall apply.

101 SHARED RESPONSIBILITY FOR OSHA COMPLIANCE

OSHA regulations stipulate: 29 CFR 1926.16(c) *With respect to subcontracted work, the prime contractor and any subcontractor or subcontractors shall be deemed to have joint responsibility.*

In respect for this shared responsibility, WPM Construction has established these *Standards of Safety for Subcontractors* to help fulfill its responsibility for maintaining OSHA safety compliance on project locations where WPM serves as general contractor.

WPM Construction will proactively and diligently monitor safety and OSHA compliance on its project locations through both internal and independent safety monitoring, inspections and confirmation.

Subcontractors that do not comply with and support these *Standards of Safety* are subject to chargeback for costs of professional consultation, independent compliance monitoring to help confirm Subcontractor compliance, and any costs required to take corrective action(s) on behalf of the Subcontractor as deemed necessary by the Project Superintendent.

Additionally, the Subcontractor will reimburse WPM Construction for any OSHA penalties and other associated costs to the general contractor as a result of OSHA noncompliance by the Subcontractor.

102 SUBMIT WRITTEN SITE-SPECIFIC PROJECT SAFETY PROGRAMS

The Subcontractor will have and utilize written OSHA and safety programs that pertain to the type(s) of work to be performed on the WPM project location.

The Subcontractor will submit a copy of its written OSHA compliance and safety programs to the WPM Project Superintendent or Safety Coordinator at the time of bid submission.

This safety program needs to stay in our job-site trailer for the duration of the job.

103 DESIGNATE A PROJECT SAFETY REPRESENTATIVE

The Subcontractor will designate a *Safety Representative* for WPM project work. This individual will have primary responsibility for managing and monitoring job site safety and OSHA compliance for the Subcontractor’s supervisors and personnel on the project location.

The Safety Representative will be the individual contacted in the event of an OSHA intervention or inspection, or other regulatory inspection or action at the project location.

The Safety Representative may designate one or more *Alternate Safety Representatives* to assist and support in performance of these responsibilities.

The Subcontractor will provide the Project Superintendent with the name and contact phone numbers (office and mobile) of the designated Safety Representative and any Alternate Safety Representative(s).

104 DESIGNATE AN INJURY RESPONSE CONTACT

The Subcontractor will designate an *Injury Response Contact* person for the WPM project. The Injury Response Contact person will have primary responsibility for responding to any on-the-job injury or illness suffered by Subcontractor employees on the project location.

The Subcontractor will provide the Project Superintendent with the name and contact phone numbers (office and mobile) of the designated Injury Response Contact person.

Name _____
Office Phone _____
Cell Phone _____

105 SUPERVISOR & EMPLOYEE INITIAL SAFETY TRAINING

The Subcontractor will provide a documented, site-specific safety orientation to each employee assigned to the WPM project location. The safety orientation will include:

- An explanation of OSHA requirements for the work each employee will be performing;
- Specific safe work procedures for assigned tasks;
- The proper selection and use of personal protective equipment;
- Safety training regarding hazardous chemicals on the job site (including OSHA hazard communication requirements, location and use of Material Safety Data Sheets, and the safe use and storage of chemical products and flammable chemicals);
- Special training of workers, supervisors and competent persons as required by OSHA for specific work operations. These include fall protection, erection and work on scaffolds, excavation safety (trenching and shoring), awareness and recognition of confined spaces, ladder safety, and the safe use of specific tools such as power-actuated devices, powered cutting saws, powered abrasive saws, and other types of portable powered tools required for the work assignment;
- Special operator training and certification(s) as are required by OSHA for the operation of powered equipment such as air compressors, electrical generators, forklifts, cranes, earthwork and other types of powered heavy equipment; and
- Site-specific emergency response procedures for the project location, including fire evacuation, shelter in place, location of first aid stations and responding to a serious injury or medical emergency.

106 FIRST AID KITS OR STATIONS & INJURY RESPONSE

The Subcontractor will provide and maintain first aid kits or stations that are readily available to its employees in its work areas on the WPM project location. The Subcontractor will designate an individual on the project location to be responsible for maintenance of first aid kits and stations to ensure replenishment of supplies as required.

Additionally, the Subcontractor will make arrangements so that at least one person in each work area of the project location has access to a mobile phone for calling 911 for assistance if required for a serious injury or medical emergency. Any such emergency will be reported to the WPM Project Superintendent as quickly as possible.

107 REGULAR EMPLOYEE SAFETY MEETINGS

The Subcontractor will ensure that at least weekly safety meetings are held with each of its employees working on the WPM project location.

These meetings will include ongoing job site safety and hazard awareness, as well as supplemental and reinforcement safety training about safety rules and procedures for work performed by Subcontractor employees.

Written documentation of safety meeting topics and attendance will be maintained in a file on the project location and be available to WPM Construction.

108 SAFETY COMMUNICATIONS TO NON-ENGLISH SPEAKING WORKERS

Subcontractor safety responsibilities and specific OSHA standards require that its employees be provided with safety information and training in a language that they understand. Consequently, the Subcontractor will make arrangements on the project job site to ensure that its employees whose primary language is not English have good and effective at-work communications with supervisors, and are not exposed to accidents and injuries as a result of a “language barrier”.

Communication methods will include:

- Providing required orientations and training to Employees in their primary language;
- Providing on-site safety and work oversight by supervisors and/or lead persons who are bilingual in English and the primary language of the Employees they are responsible for supervising;
- Providing written or printed materials to Employees in their primary language as well as in English; and
- Maintaining site postings and written/posted safety or work instructions in both English and the primary language(s) of affected Subcontractor workers.

Because the Subcontractor has complete control over the hiring and assignment of its employees, the above responsibilities are solely the responsibility of the Subcontractor.

109 PERSONAL PROTECTIVE EQUIPMENT

The Subcontractor will provide personal protective equipment (PPE) as required by OSHA for work and tasks being performed on the WPM project location. This will include performance of a written hazard assessment to ensure the proper selection of PPE for the specific job or task on the WPM project location.

Proper attire including protective clothing, safety equipment, including but not limited to tie-offs, hardhats, safety goggles, etc. are the sole responsibility of the subcontractor and are required at all times.

Additionally, the Subcontractor will ensure proper use of PPE through employee training and diligent on-site safety management; ongoing supervisor encouragement of employees; and enforcement of requirements through disciplinary action(s) when individual employees and/or supervisors do not comply with these requirements.

110 HAZARD COMMUNICATION COMPLIANCE & CHEMICAL SAFETY

The Subcontractor will comply with OSHA requirements for hazardous chemicals in the workplace. This includes ensuring that employees have been specifically trained about OSHA *Hazard Communication* standards; the location and purposes of Material Safety Data Sheets (MSDS) on the project location; and safe work procedures regarding any hazardous chemicals to which Subcontractor employees may be exposed during their work.

The Subcontractor will provide the WPM Project Superintendent with a copy of all MSDS for chemical products that will be used on the project location during the Subcontractor's work.

111 SUBCONTRACTOR HOUSEKEEPING

The Subcontractor is primarily responsible for housekeeping in its respective work areas, and for work performed by its employees. This means that Subcontractor work areas will be maintained in an orderly, safe and productive condition.

Accumulation of combustibles, flammable liquids, chemical products, tools not in use, trash and/or refuse is not acceptable and will not be allowed.

Parking, staging and storage of materials and equipment shall be confined to designated areas only.

When a Subcontractor's work material may be dislodged by wind and could create a hazard when left in an open area, it shall be secured by the Subcontractor.

Each Subcontractor will police its work area(s) at the end of the shift and leave the area in a condition that is acceptable to the WPM Project Superintendent.

In the event that housekeeping in a Subcontractor's work area is found to be in an unacceptable condition by the WPM Project Superintendent, the Superintendent will give notice, either verbally or in writing, to the Subcontractor's on-site supervisor or foreman, or notify the Subcontractor's designated Supervisor or Safety Representative.

If the housekeeping deficiency is not corrected in a timely manner (and no later than the end of that day's work shift), the WPM Project Superintendent, at his discretion, may make independent arrangements for the deficiencies to be corrected.

Cost(s) of any such corrective actions will be charged to the Subcontractor that is responsible for the work area affected, and/or whose personnel were responsible for the situation(s) that required the WPM Project Superintendent's intervention.

If and when housekeeping interventions by the WPM Project Superintendent are required under terms of this policy, the Subcontractor will be charged back based on a rate of \$200.00 / hour, plus any additional costs that may be incurred to accomplish corrective actions as required.

112 STORAGE OF GASOLINE & FLAMMABLE CHEMICALS

The Subcontractor will comply with OSHA requirements regarding the storage of flammable liquids during work performed on the WPM project location and, specifically, in the Subcontractor's work areas.

This will include ensuring that gasoline, fuels and flammable liquids are safely stored during and after work in accordance with OSHA requirements.

Gasoline kept in an area for fueling motorized equipment shall be stored in metal cans specifically designed for this purpose, with spring-loaded lids and proper labeling as to contents.

The Subcontractor will maintain an approved fire extinguisher in the area where gasoline or other flammable liquids are stored and/or where re-fueling is done.

Gasoline will not be used under any circumstances as a solvent or cleaning agent.

When other types of flammable products are utilized by a Subcontractor, such use will be in accordance with the manufacturer's safety instructions and OSHA requirements.

113 FALL PROTECTION

The Subcontractor will comply with OSHA requirements regarding fall protection during all work performed on the WPM project location and, specifically, in the Subcontractor's work areas.

This will include ensuring that perimeter and interior fall protection methods (toprails, midrails and toeboards) are maintained in the Subcontractor's work area.

Any deficiency in perimeter fall protection observed by Subcontractor employees will be reported immediately to the WPM Project Superintendent, WPM Safety Coordinator, or WPM management personnel in the project Construction Office.

Subcontractor employees will not approach or work closer than 20 feet to any perimeter fall protection that is observed to be defective unless other fall protection methods are utilized in compliance with OSHA requirements.

In the event that perimeter fall protection must be removed or compromised for conduct of the Subcontractor's work, such removal or compromising will be authorized by the WPM Project Superintendent in advance so that necessary safety provisions can be ensured.

When Subcontractor employees work in an area where perimeter fall protection has been removed or compromised, they will utilize personal fall arrest systems or other sufficient protective methods in accordance with OSHA requirements.

114 ELECTRICAL SAFETY

The Subcontractor will comply with OSHA requirements regarding electrical safety for all work performed on the WPM project location. This will include ensuring that extension and power cords are inspected before each use in the Subcontractor's area(s) of work, and that any defective extension or power cord is removed from service immediately.

Ground fault circuit interrupters (GFCI) will be utilized for all electrical hook-ups and plug-ins in the Subcontractor's area of work.

115 HOT WORK SAFETY & FIRE WATCH PROCEDURES

The Subcontractor will comply with OSHA requirements regarding welding, cutting, soldering, brazing and other types of "hot work" performed on the WPM project location.

Only trained and qualified Subcontractor employees will perform such work. This training and qualification will be documented by the Subcontractor in a credible manner.

Hot work will be performed by the Subcontractor only after prior notification of the Project Superintendent and with the Superintendent's specific permission.

If the Project Superintendent stipulates that a written Hot Work Permit will be required, the hot work will not begin until the permit has been issued in accordance with the Project Superintendent's instructions.

The Subcontractor will ensure that, when hot work is performed by its employees on the WPM project location, usual and customary safety procedures will be followed and OSHA requirements complied with.

These procedures include ensuring that one or more fire extinguishers are available in the immediate area of the hot work. Subcontractor employees performing the hot work will confirm that these extinguishers are checked and ready for service prior to beginning the hot work.

The Subcontractor's employees performing the hot work and their supervisor will ensure that a proper fire watch is established in accordance with OSHA requirements and customary safety practices to protect lives and property on the project location.

116 SAFE USE, HANDLING & STORAGE OF COMPRESSED GAS CYLINDERS

The Subcontractor will comply with OSHA requirements regarding the use, handling and storage of compressed gas cylinders when such equipment is brought onto the project location and used by Subcontractor employees.

These cylinders will be maintained during use in a secure manner – chained, clamped or tied down in accordance with OSHA requirements to prevent toppling and potential danger from damage to the cylinder, valve and/or regulator components.

These cylinders will be properly labeled as to contents in accordance with standard safety procedures and OSHA requirements.

When not in use, these cylinders will be stored in accordance with standard safety procedures and OSHA requirements.

117 MAINTAINING SAFE WALKING & WORKING SURFACES

The Subcontractor will comply with OSHA requirements regarding safe walking and working surfaces. This includes keeping stairways, stair landings, walkways and emergency exit routes clear of obstructions, trip and slip hazards.

Holes in the floor will be protected by labeled covers in accordance with OSHA requirements.

118 TOWER & MOBILE CRANE OPERATIONS

The Subcontractor who installs and/or uses a tower or mobile crane as part of its work on the WPM project location will comply with OSHA requirements regarding the operation of such equipment. This will include:

- Required inspections and written documentations;
- Operator training, experience and qualification confirmation;
- Assured safety of crane and hoist components; and
- Proper rigging and safe lift procedures.

The Subcontractor will provide to the WPM Project Superintendent the name, experience and credentials of each crane operator prior to any operation of the crane.

If another individual is substituted as a crane operator for the project, this will be communicated to the WPM Project Superintendent before this individual begins work on the project location. Notification will include providing the name, experience and credentials of the operator.

119 CONSTRUCTION ELEVATOR OPERATIONS

The Subcontractor who installs and/or uses a construction elevator as part of its work on the WPM project location will comply with OSHA requirements and industry standards regarding the operation of such equipment. This will include:

- Required inspections and written documentations;
- Operator training, experience and qualification confirmation; and
- Assured safety of the elevator, controls, gates and guards, lift structure, cabling and components.

120 TRAFFIC CONTROL FOR PUBLIC ROADS IN WORK AREA

The Subcontractor whose work requires control of motor vehicle traffic on a public street, road or highway will comply with city and state laws and industry standards.

Personnel performing traffic control will be specifically trained in accordance with these standards and equipped with visual devices and high visibility personal protective vests.

Whenever a Subcontractor's project work requires the use of signs and/or other methods of traffic control on a public street, road or highway, this will be done in accordance with city and state laws and industry standards.

121 HEALTH, SANITATION & PERSONAL HYGIENE

The Subcontractor will ensure that its employees have access to fresh and clean drinking water while working on the project location. Drinking water will be provided by the Subcontractor for its employees in accordance with OSHA requirements.

Individual clean cups will be provided for employee use. "Communal cups" will not be permitted by the Subcontractor.

The Subcontractor will ensure that its employees have access to and utilize toilet and sanitation facilities provided on the project location.

Under no circumstances will a Subcontractor employee be allowed to urinate or otherwise relieve himself in any area of the project except a toilet facility.

The Subcontractor will be responsible for any costs incurred as a result of a violation of this requirement by any of its employees.

122 MISCELLANEOUS

Soliciting or canvassing and posting or distributing printed material (except as permitted or mandated by law) is prohibited.

Smoking is prohibited at all times when any trade is using flammable materials. Use of cigarettes, cigars, pipes and chewing tobacco is prohibited (except in the DESIGNATED BREAK AREAS) once floor finish work has commenced in unoccupied buildings or at any time in occupied buildings. General Contractor/Superintendent may limit smoking to designated areas at any time prior to floor finish operations.

Drinking, using, possessing or being under the influence of alcohol or controlled substances are prohibited.

Fighting, horseplay, gambling, abusive language and vandalism are prohibited.

All meals, breaks, snacks and other permitted "NON-PRODUCTION" activities shall be confined to the DESIGNATED BREAK AREA.

Outgoing phone calls on General Contractor field office phones may be made only with permission and shall be limited to local calls.

No radios, tape players, televisions or “walkman” headset radios or tape players are allowed on site.

The Subcontractor has the sole responsibility for the safety of his/her tools, equipment and personnel at all times.

Any person seeing an unsafe or potentially dangerous condition shall report it to his supervisor and to the project superintendent immediately.

The project superintendent shall have the authority to stop the work of any person on the project site, if in the superintendent’s opinion the work is being performed in an unsafe manner. The work may resume after deficiencies have been corrected.

The subcontractor shall perform his/her work in accordance to no less than the minimum requirements as established by the Occupational Safety and Health Association. (OSHA)

Time lost due to Subcontractor’s failure to correct unsafe conditions shall NOT be added to contract time.

Subcontractor is to provide fire extinguisher equipment per OSHA standards. This equipment is not to be tampered with or removed from assigned location.

Electrical power tools and extension cords must be grounded and tested per OSHA requirements.

Any items that need to be transferred or discarded must be hand carried to the destination required. If any item(s) is thrown out of a window(s) or from any area on the project, that individual will incur a \$100.00 penalty.

Portable toilet facilities are furnished at the job site. Any person not using these facilities will be dismissed from the job site.

By signing below, Subcontractor certifies that he and his employees, subcontractors, or assigns have read and understood the Occupational Safety and Health Act.

Above safety regulations acknowledged.

Print name _____

Title _____

Date signed _____