

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Safety Responsibilities</i>					
Last Revised:	August 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	8/7/2012 10:41:00 AM

Safety Responsibilities

Each layer of personnel must be involved in safety for us to reach our goals. Each layer of management must have certain responsibilities outlined in detail and must execute those responsibilities. The following list of responsibilities are considered a minimum performance:

President

- Will make presentations of safety awards earned from the incentive program.
- Will make periodic job site safety reviews to reinforce the value of safety.
- Will lead by example.

Project Manager

- Read and review the Construction Safety Standards and become knowledgeable of federal, state and local standards. Attend OSHA 10 hour course.
- Responsible to see that an analysis is made of the plans and specifications and a study made of the site to determine the exposure to accidents which may develop. Particular attention will be given to protection of the public and in fire prevention facilities.
- Read and review the company safety and health program on each new project with the Safety Director and Superintendent and make amendments or additions that will be applicable to a particular job or owner's requirements.
- See that at the time of the pre-award meeting that each subcontractor has completed our Subcontractor Prequalification Form. If the subcontractor's program has not been previously reviewed by Garmong's Safety Director it must be submitted for review before a contract is awarded. If the subcontractor does not have a safety program the Project Manager will give the subcontractor the name of Garmong's Safety Director who will help the subcontractor adopt a safety program that will qualify him for future work.
- In cases where subcontractor's or other contractor's compliance is not obtained, contact the subcontractor or other contractor's safety officer. The Project Manager shall keep Garmong's Safety Director informed of such cases and shall stop work until compliance is obtained.
- Be safety oriented when visiting the job site. Report to the Project Superintendent all unsafe acts and conditions either of Garmong's, subcontractor's or other contractor's personnel.
- Review all accident reports with the Superintendent and Safety Director.
- Attend the monthly Superintendent Safety Meeting.

Project Superintendent

- The Project Superintendent is responsible for the implementation of the company on-site safety and health program and all policies and procedures.
- Make available and assure the use of all necessary personal protective equipment, job safety materials, and First-Aid equipment.
- Instruct that safe practices are to be followed and safe conditions maintained throughout the job.
- Weekly review OSHA and Garmong requirements for safety in relation to work being performed on the project and to install these requirements. All safety requirements for upcoming work must be reviewed with the employees.

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Safety Responsibilities</i>					
Last Revised:	August 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	8/7/2012 10:41:00 AM

- Inform the Supervisors that they are not to require or permit their men to take chances - rather that they instruct the men in proper and safe procedures.
- Instruct Supervisors individually regarding their safety responsibilities.
- Require all sub or trade contractors and their prime subcontractors to adhere to all safety regulations. The Superintendent will report any unsafe conditions on sub or trade contractor's portions of the work to the Safety Director.
- Review all accidents with Supervisors and see that corrective action is taken immediately.
- File all accident reports with the home office that is complete and, concise. Use OSHA Form 101 or equivalent. Record all First Aid applications to employees on-site in the daily logs.
- Have available copies of federal, state and local regulations at the job site office. Also, provide for ready reference, The Construction Safety Standards Book."
- Be familiar with the laws pertaining to safety and their basic requirements.
- Administer "Tool Box Safety Talks."
- The Project Superintendent will assume the responsibilities of the Job Supervisor(s) in the event there is not Job Supervisor(s) on the job.
- Display OSHA Form 301 from February 1 to April 30 annually.
- Inspect the site daily for any violations of safety rules, unsafe actions or conditions and any such action or conditions that may be forming for the future.
- Assure that all hazardous materials on site are logged with a complete Material Safety Data Sheet.
- Administer the new employee orientation program to each new employee.
- Responsible for providing "new task" reviews for safety requirements with Supervisors or workers.
- Check all certifications, required by Garmong policy, are valid (First Aid, CPR, 10 hour OSHA, Bloodborne Pathogen, etc.)
- Assure all employees have completed the training required by Garmong's Safety Policy.
- Review safety concerns outlined in pre job meetings with Supervisors, employees, subcontractors and other contractors on-site.
- Instruct employees in the use of personal protective equipment and enforce the policy.
- Attend the monthly Superintendent safety meeting.

Safety Director

- Shall be responsible for the administration and implementation of the Construction Safety and Health Regulations as they apply to company construction projects. In addition, he shall administer the company safety program and see that it is put into effect and administered as outlined below.
- Will report directly to the company Director of Operations.

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Safety Responsibilities</i>					
Last Revised:	August 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	8/7/2012 10:41:00 AM

- Will maintain a valid OSHA 30 hour card or equivalent.
- Will see that a monthly report is completed listing all accidents which occurred on all projects during the preceding month. These will be reviewed to determine type and degree of accident so that corrective measures may be taken through safety talks to personnel, bulletins to employees, purchase of new equipment, or change in work procedures. These results will be presented at monthly Superintendent Safety Meetings.
- Shall see that all sub trade contractors abide by their safety and health program and that documentation is made of any alleged violations.
- Shall maintain and update a set of basic safe work rules. These safety rules will be explained by the company Safety Director to Superintendents and Supervisors who, in turn, will discuss these with employees during on-the-job safety talks.
- Will conduct on-site safety inspections and file reports. These reports will be discussed with the site Superintendent and Project Manager at once. They will also be discussed with the Estimator and/or President as needed.
- Will read, review and provide the Manager of Construction, General Superintendents, Project Manager and Project Superintendent with updated Construction Safety Standards. He will make necessary corrections in company policy and work procedures by advising the Manager of Construction, General Superintendents, Project Manager, Project Superintendents and Supervisors of changes in IOSHA rules and regulations.
- Through the purchasing section, will see that all vendors are advised of the company safety and health programs as is it applies to vendor and supplier personnel entering the job site. In addition, all purchase orders will require compliance with IOSHA and the Federal Construction Safety Act.
- Will meet regularly with the superintendents to review safety procedures on the job and, in general, check in the Superintendents and Supervisors compliance with the company safety and health program.
- Will assure that all jobs contain people with certified training in First Aid, CPR, Bloodborne Pathogen Control and OSHA training.
- Will review each new job before start-up with the Project Manager, Superintendent, Estimator and subcontractors for safety requirements and will instruct any new training or policies needed to meet any new or unusual safety problems.
- Will institute a safety committee to review all accidents, changes in safety rules and/or policies. This committee shall consist of (at a minimum): Superintendents, Project Managers, Estimators and the Safety Director.
- Will develop and monitor a Safety Incentive Program that will encourage all employees to practice Garmong's safety program.
- Will develop and enforce a disciplinary procedure for safety violations.
- Will personally investigate each accident and complete a Safety Director Accident Investigation form. This form will be presented to the Safety Committee for review. It is the Director's duty to implement all corrective measures, which have been formulated by the committee, at once.
- Shall be responsible for installing a "yardstick" to measure the success of our program. This shall be monitored constantly by the Director with quarterly reports to all levels of management.
- Will work with subcontractors and suppliers to elevate their safety program.
- Will develop and update a safety manual that will contain all Garmong's policies, procedures, training instructions and reference material needed to administer Garmong's safety program.

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Safety Responsibilities</i>					
Last Revised:	August 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	8/7/2012 10:41:00 AM

Estimators

- Must complete OSHA 10 hour course
- Must attend quarterly Project Managers safety meetings
- Review safety requirements of work estimating with the General Superintendent
- Line item for safety on each bid
- Review of accuracy of safety estimate versus actual
- Review with Superintendent and Safety Director any special conditions noted during bidding process

Craftsmen/Employees

- Every employee has the ability to stop any operation or task they deem to be unsafe and discuss that task or operation with the Superintendent and/or Safety Director.
- Employees may submit safety recommendations in writing or in person to their Superintendent or the Safety Director, or any company official. Those safety recommendations will be reviewed by the safety committee and feedback will be given back to the employee on the outcome of that suggestion.
- Employees should never conduct any task they have not been trained to do. Employees will only conduct tasks that they can complete safely. Employees have the responsibility to ask questions when they are not sure how to complete any task safely.
- Employees have the responsibility to wear and maintain all PPE provided to that employee.
- Employees have the responsibility to report any hazard to their supervisor as soon as it is discovered.
- Employees have the responsibility to immediately report any injury, any near hit, any broken or unusable equipment to their supervisor immediately.
- Employees have the right to participate in the safety program. Any employee that would like to participate in the safety committee must submit their name and interest to the Safety Director.
- Employees have the right to work in a safe workplace, free from recognized and potential hazards. GCS is committed to providing that type of workplace and employee participation in this safety program will allow this program to succeed.