LANDMARK
We Build **Confidence.**

SAFETY MANUAL

LANDMARK BUILDERS, INC.

ENGLISH

Landmark Builders, Inc.
3520 Triad Court
Winston-Salem, NC 27107
336.784.2000

FEBRUARY **1**0, **20**20

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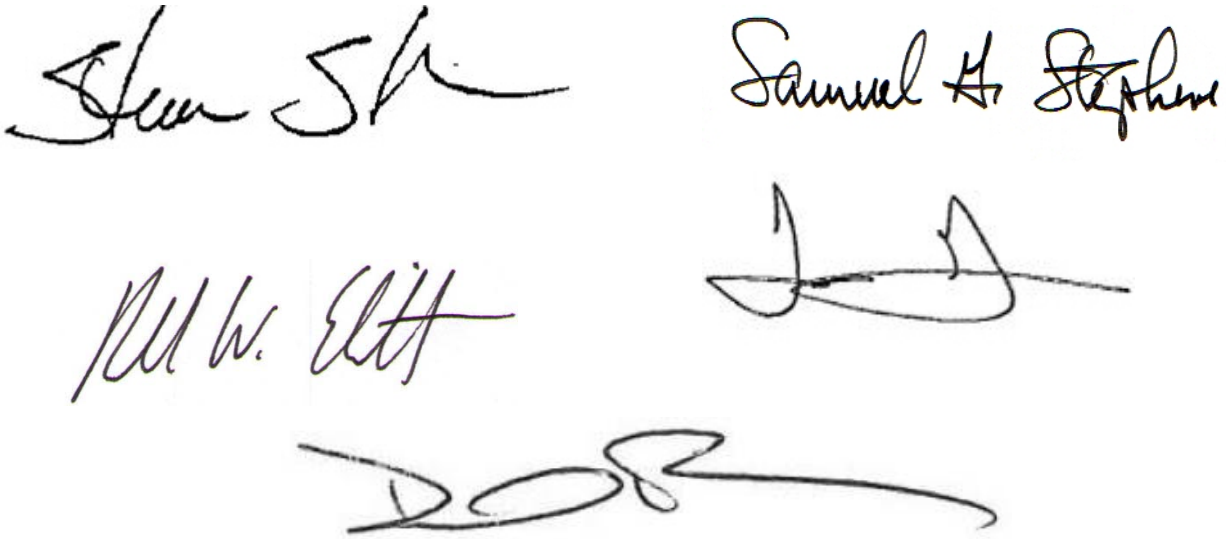
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October, 2008

It is the intent of Landmark Builders to provide and promote a healthy and safe environment in which to work. This Program is designed for each and every individual's benefit who works on our projects, as well as our own. Each of us should recognize the fact that "SAFETY" is everyone's responsibility. Please make a commitment to support this Program at all times. It has our full support!



Rev. 11/12/2008
Rev. 05/06/2013
Rev. 11/20/2015 (Form A)
Rev. 07/31/2017 (including Form C, D & S)
Rev. 04/18/2018
Rev. 03/07/2019
Rev. 02/10/2020 (Form V)

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Introduction

A. Purpose of this Manual

The purpose of this manual is to provide guidelines to Landmark Builders' employees and subcontractors concerning the effective establishment and implementation of its Safety and Health Programs.

This Manual contains policies and procedures for each Landmark Builders' employee to follow as it applies to his/her position. Implementation of these policies and procedures shall be top priority.

B. Online Availability

This document is available by accessing our company website at www.landmarkbuilders.com or www.landmarkbuildersofsc.com. Use of the online version of this document ensures referencing the most recent versions of company policies and procedures. Accessing the online version will also allow printing of needed forms and safety procedures.

C. Worksite Availability

This manual will be available to all Landmark Builders' employees. Each jobsite and office will have a printed copy of this document, including all revisions and/or additions since the issuance date.

D. Landmark Builders Safety Policy

It is the position of Landmark Builders that all accidents and injuries can be prevented. Each employee has the responsibility to work safely and avoid injury to himself/herself and fellow employees, not only at work, but off the job and at home as well.

Landmark Builders is committed to providing the optimum in employee safety and health in keeping with sound business practices and the requirements of the 1970 Occupational Safety and Health Act. It is the intent of our Company to assure, as far as possible, that every employee has a safe and healthful place in which to work. It is also Landmark Builders' policy to help each employee recognize his responsibilities to safe employment and require that he live up to these responsibilities.

Landmark Builders' Safety Program has been established to promote the continued health and welfare of its employees, and to ensure each employee a safe and orderly place in which to work. The Program is designed to assist the Company in complying with the various federal and state health and labor laws and to inform each employee of his individual rights thereunder. The Company is committed to supporting the Program and encourages every employee to participate in the Program.

It will be the purpose of the Safety Program of Landmark Builders to provide a safe and healthy work place for our employees by a program of accident prevention through safety education, the development of a safety consciousness in each employee, and a continuing effort to eliminate the safety hazards. The motives for such a program include not only the financial aspects of lost income for the employee, the inflicted pain, the cost to the Company in lost production and Worker's Compensation, but also, the conservation of our human resources.

This Program will be under the direction of its Safety Managers and is fully supported by the Company Management.

E. Safety Program Adaptability

Landmark Builders' Safety Managers may modify the policies or procedures contained herein to adapt to changing site conditions, unexpected hazards, or changes to applicable regulations.

SECTION 1 - GENERAL

A. Safety and Health Responsibilities

1. Management Responsibilities

Management shares the responsibility to implement the provisions detailed within the Landmark Builders Safety Manual. This is achieved by:

a. Providing the leadership, commitment and means to adhere to all safety policies and procedures.
b. Enforcing all policies and procedures and disciplining anyone who willfully disregards them.
c. Requiring all subcontractors to adhere to all company safety policies and procedures.
d. Monitoring safety activities and taking necessary action to correct unsatisfactory performance.
e. Requiring all incidents to be investigated and requiring reports on each.
f. Incorporating safety as part of performance appraisals for those involved in Landmark Builders projects.
g. Assuring continued support for the program and insisting upon adherence by all personnel.

2. Safety Manager's Responsibilities

The Safety Manager leads the Company and assists the project management team in developing and monitoring its safety programs and procedures. This is achieved by:

a. Understanding Landmark Builders' safety program and monitoring management's responsibilities for safety as outlined in this manual.
b. Staying current with the OSHA construction regulations and being able to use these regulations as a reference.
c. Developing programs and procedures so the company will comply with current rules and regulations.
d. Conducting pre-construction risk analysis to identify potential safety hazards.
e. Developing procedures to identify, document and correct unsafe practices and conditions. (See Form G)
f. Developing emergency response procedures to deal with accidents or other emergencies.
g. Establishing safety orientation procedures for new employees.
h. Conducting and/or coordinating training for new and existing employees.
i. Assisting in incident investigation and report development.
j. Performing or coordinating regular safety audits of projects under construction, recommending corrective actions and following up to confirm abatement of hazards. (See Form S)
k. Assisting the project management team in interpreting safety and health regulations applicable to the project.
l. Confirming availability of medical service, first aid and fire equipment.
m. Establishing project-specific emergency notification(s). (See Form B)

n. Establishing a project-specific emergency action plan that is reviewed periodically for all phases of construction, if required.
o. Reviewing the safety program requirements of subcontractors and monitoring their implementation.
p. Maintaining and updating this Safety Manual as required.
q. Reviewing all accidents with project managers and job superintendents and ensuring that the proper accident investigation procedures and corrective actions are taken.
r. Monitoring jobsites along with project managers and job superintendents to ensure adherence to the provisions of Landmark Builders' Safety Program.
s. Directing the distribution of safety regulations and safety materials.
t. Shutting down a project or specific unsafe activity on a project where imminently dangerous conditions warrant.

3. Superintendent's Responsibilities

The Superintendent is primarily responsible for the overall safety of his/her assigned project including the development, enforcement and administration of the safety programs and procedures outlined herein. This is achieved by:

a. Notifying the Safety Manager of project's start date.
b. Working with the Safety Manager to develop and adopt an appropriate Site Safety Plan for the assigned project.
c. Consulting with the Safety Manager for solutions involving unforeseen safety issues.
d. Assigning appropriate project staff responsibilities and monitoring staff performance in implementing safety programs and procedures.
e. Fostering staff enthusiasm and awareness through continued reinforcement of program objectives and setting a good example.
f. Reporting all incidents and near misses to the Safety Manager immediately and overseeing investigation and documentation of incidents including the implementation of corrective action.
g. Overseeing safety enforcement and documentation.
h. Following recommendations submitted by various auditing persons including, the Safety Manager, insurance carrier representatives, and management.
i. Posting emergency telephone numbers including the police department, the fire department, urgent care, the hospital, ambulance, etc. and required OSHA documents. (See Form B)
j. Completing weekly jobsite safety checklists and submitting them to the Safety Manager. (See Form F)
k. Maintaining field office first aid kits and appropriate fire safety equipment.
l. Posting all safety alerts, required posters and forms where they can be accessed by employees. (See Forms A & E)
m. Obtaining a copy of each subcontractor's safety program which describes their safety measures required to comply with this program.
n. Verifying that each subcontractor designates a safety representative and implements its own program.
o. Requiring that each subcontractor conduct regular safety inspections of its work force and work area.

p. Delivering a written report of all violations and corrective action cited by Landmark Builders to the subcontractors concerned. Superintendent must insist on a prompt time table for correction of hazards. (See Form S)
q. Scheduling and presiding over safety meetings on a regular basis with Landmark Builders' employees and subcontractors to review safety performance and confirm compliance with safety program requirements.
r. Providing personal protective equipment to Landmark Builders' employees and visitors to the project site.
s. Maintaining cleanliness and general housekeeping in the work area and minimizing stockpiling of debris.
t. Conducting weekly "tool box" talks, having attendees sign off on attendance, understanding and adhering to topics covered, and turning in documentation with time sheets at the end of each week to the Safety Manager.
u. Job Superintendents are required to be trained in Standard First Aid/CPR and blood borne pathogens and keep cards up to date.
v. Shutting down a project or specific unsafe activity on a project where imminently dangerous conditions warrant.
w. Developing procedures to identify, document and correct unsafe practices and conditions. (See Form G)

4. Project Manager's Responsibilities

The Project Manager is responsible for providing administrative and management support to facilitate the implementation of all safety programs and procedures. The Project Manager's responsibilities include:

a. Performing periodic visual site audits to identify any unsafe conditions that may exist.
b. Assist the Superintendent in verifying any action that is required to abate sited and/or reported violations.
c. Assisting the Superintendent in communicating with subcontractors about safety issues.
d. Incorporating appropriate safety program provisions within the contract documents to enable the enforcement of safety programs and procedures.
e. Notifying the Safety Manager of project's start date.

5. Subcontractor and Supplier Responsibilities

All subcontractors performing construction activities on site are responsible for compliance with the safety program and are directly responsible for the safety of their employees. General responsibilities include:

a. Subcontractors will provide a written copy of their applicable Material Safety Data Sheets to Landmark Builders.
b. Subcontractor will provide project safety competent person (See Form V), will provide trench/excavation competent person (See Form W) if required, will provide scaffolding competent person (See Form X) if required and will provide completed Subcontractor Safety and Historical Record (See Form Y) to the Project Manager prior to commencing work.

c. Subcontractors will conduct weekly safety meetings for all of their employees on the jobsite and submit records for all such meetings.
d. Subcontractors will perform work in accordance with the Landmark Builders' Safety Program and all federal, state, and local safety and health regulations.
e. Subcontractors will provide and enforce the use of personal protective equipment required by the safety program and federal, state and local regulations.
f. Subcontractors will use proper tools for each task and maintain these tools in safe operating condition. Subcontractors will verify that all employees are trained and understand the operating procedures before machinery or equipment are used.
g. Subcontractors will check for and correct any unsafe conditions and practices that exist in the performance of their work, and shall report to Landmark Builders any unsafe conditions caused by others.
h. Subcontractors will report all injuries, incidents and near misses to Landmark Builders immediately and submit a detailed written incident report to the Superintendent within 24 hours.
i. Subcontractors will provide appropriate first aid supplies for their employees.
j. Subcontractors will inform the Superintendent of any need to remove fall protection devices such as guardrails, hole covers, barricades, etc. before the protection is removed. Once removed, it is the responsibility of the subcontractor to replace the fall protection devices, or otherwise protect the hazard, once work is completed.
k. Subcontractors will maintain good general housekeeping in their work areas and minimize all flammable and combustible debris in their work areas.

6. Employee Responsibilities

a. Become familiar with company safety rules and abide by them.
b. Report to work ready to perform your work safely.
c. Use all personal protective equipment needed to safely perform your work.
d. Report all unsafe actions, conditions or equipment to your supervisor.
e. Report all incidents or injuries to your supervisor no matter how minor.
f. Be watchful of fellow workers as well as yourself and point out unsafe conditions to them.
g. Participate in weekly project safety "tool box" meetings.
h. Maintain good housekeeping habits and procedures on jobsite.
i. Read and sign Employee Safety Rules & Regulations. (See Form A)

B. Incident Reporting and Investigation Procedure

1. Personal Injury, Property Damage or Near Miss Incidents

All activities, including vehicle incidents, resulting in personal injury, property damage or near miss incidents must be immediately reported to the Project Superintendent. The Superintendent must then notify the Safety Manager and Project Manager so that prompt action can be taken. The Superintendent, Safety Manager and Project Manager will establish a plan of action that includes the following steps:

a. Notify Landmark's Safety Manager immediately upon occurrence of incident.
b. Go to the scene of the incident and secure everything "as is," provided there is no immediate danger to personnel or property. Do not disturb scene until released by Safety Manager.
c. Determine if the incident involves personal injury, property damage, a near miss or any combination thereof.

For incidents involving PERSONAL INJURY proceed as follows:

i. Determine if:
    1. The injury can be treated on site;
    2. Immediate medical attention is required (call 911). If EMS is called, injured employee should be transported by EMS to medical facility. Provide EMS Form C to initiate a drug screen;
    3. Crisis Management Plan needs to be implemented – If so, refer to Section 2 in additional direction. – state where incident is located;
    4. The injured employee can be transported to medical facility by Direct Supervisor. If transported to medical facility, provide attending physician with Form C to initiate a drug screen.
ii. Transportation of seriously injured workers should be done by ambulance. Transportation for workers with minor injuries should be coordinated by the worker's direct supervisor. All subcontractor employees to be transported by their respective companies.
iii. Notify the offices of all companies involved.
iv. Notify all appropriate agencies of the incident, i.e. Police Department, Fire Department, etc. Safety Manager to notify OSHA if necessary.
v. Talk to witnesses to obtain written statements of the facts surrounding the incident.
vi. Take as many pictures as necessary to fully document the condition of the scene.
vii. Draw diagrams (if necessary).
viii. Check conditions of the area and equipment involved, i.e. guardrails, housekeeping, scaffolding, illumination, vehicles, etc.
ix. Make sure employees involved with the incident are drug and alcohol screened (if applicable), including subcontractor employees.
x. Any inquiries made by the media regarding the incident should be referred to Senior Management.
xi. Do not disclose any of the injured worker's personal medical information to outsiders. HIPAA laws are very strict and must not be violated.
xii. Obtain copies of all police, OSHA, etc. reports.

xiii. Complete a detailed incident report using Landmark Builders' Incident Report Form (See Form D / electronic form located on iPad.) using all of the compiled information obtained during the incident investigation. Remember, there is no such thing as too much information. Every detail is important.
xiv. The incident report must be submitted to the Safety Manager, Claims Manager and responsible Operations Manager simultaneously within 24 hours of the occurrence.
xv. Safety Manager to conduct a root-cause analysis with the Superintendent and Project Manager of why the incident occurred.
xvi. Claims Manager to initiate claim process with insurance company within 48 hours of accident occurrence.
xvii. Claims Manager to follow-up with injured employee for status of injury and medical treatment.
xviii. Claims Manager to administer the "Return to Work" procedure with the employee and associated medical professionals. Refer to Landmark's Employee Manual for more information on the "Return to Work" procedure.
xix. Attending physician will need to provide written "Return to Work" authorization prior to any injured employee returning to work.

For incidents involving PROPERTY DAMAGE proceed as follows:

i. Determine if property damage is significant and requires implementation of Crisis Management Plan.
ii. Talk to witnesses to obtain written statements of the facts surrounding the incident.
iii. Take as many pictures as necessary to fully document the condition of the scene.
iv. Draw diagrams (if necessary).
v. Check conditions of the area and equipment involved, i.e. guardrails, housekeeping, scaffolding, illumination, vehicles, etc.
vi. Make sure employees involved with the incident are drug and alcohol screened (if applicable), including subcontractor employees.
vii. Obtain copies of all police, OSHA, etc. reports.
viii. Complete a detailed incident report using Landmark Builders' Incident Report Form (See Form D / electronic form located on iPad.) using all of the compiled information obtained during the incident investigation. Remember, there is no such thing as too much information. Every detail is important.
xx. The incident report must be submitted to the Safety Manager, Claims Manager and responsible Operations Manager simultaneously within 24 hours of the occurrence.
ix. Safety Manager to conduct a root-cause analysis with the Superintendent and Project Manager of why the incident occurred.
x. Claims Manager to initiate claim process with insurance company within 48 hours of accident occurrence.

For incidents involving a NEAR MISS proceed as follows:

i. Notify the offices of all companies involved.

ii. Talk to witnesses to obtain written statements of the facts surrounding the incident.
iii. Take as many pictures as necessary to fully document the condition of the scene.
iv. Draw diagrams (if necessary).
v. Check conditions of the area and equipment involved, i.e. guardrails, housekeeping, scaffolding, illumination, vehicles, etc.
vi. Make sure employees involved with the incident are drug and alcohol screened (if applicable), including subcontractor employees.
vii. Complete a detailed incident report using Landmark Builders' Incident Report Form (See Form D / electronic form located on iPad.) using all of the compiled information obtained during the incident investigation. Remember, there is no such thing as too much information. Every detail is important.
viii. The incident report must be submitted to the Safety Manager within 24 hours of the occurrence.
ix. Safety Manager to conduct a root-cause analysis with the Superintendent and Project Manager of why the incident occurred.

2. Jobsite Accidents with Fatalities or Multiple Injuries

Superintendent Duties: In the event a fatality, serious injury, or multiple injuries occurs on your jobsite, follow the procedures listed below:

a. Call 911.
b. Call Safety Manager responsible for the project. The Safety Manager will contact the other Crisis Management Members as needed. If you are unable to reach the Safety Manager, contact another Crisis Management Team Member in the corresponding office associated with the project..
c. Secure the accident scene to prevent other safety problems.
d. Notify all personnel on the jobsite and request they remain on site. If anyone wants to leave, document the time they departed, their name, and company.
e. Post a Landmark Builders employee at the entrance to the jobsite. They are to inform emergency personnel of the location of the injured person or persons. This employee should remain at the entrance to prevent media, on-lookers, and non-essential persons from entering the jobsite property. Advise them to refer all questions to Landmark Builders office. They should not make any remarks or give any statements regarding the situation and, as mentioned before, they should refer all inquiries to our office.
f. Take photos and document all applicable information regarding the incident.
g. When a Crisis Management Member arrives, they will assist the Superintendent with the investigation and develop a plan of action.

Receptionist Duties: The Landmark Builders receptionist will be informed immediately of any crisis involving personnel on a Landmark Builders jobsite. The receptionist will politely refer all questions to the corresponding Operations Manager. All calls should be screened before being transferred. The receptionist will make no statements or communicate any information regarding the incident, nor should they discuss Landmark Builders policies.

Statements to the News Media and Others: No statement shall be made to the news media or any outside parties. All questions regarding the incident will be addressed by

a Crisis Management Member. If someone is a relative of an injured employee, refer that person to the corresponding Operations Manager and they will determine the procedure to follow regarding notification of family members.

Accident Investigation Procedure: The Superintendent and Safety Manager will immediately start an investigation. They will document all findings and will assist OSHA during its investigation if one occurs. The Superintendent and Crisis Management Members will meet with all involved employees as soon as possible to discuss the incident. If possible, this will take place before the news media or outside agencies get involved. Employees and Subcontractors will be advised to make no statements or discuss the incident with anyone before the management members have had a chance to talk with them about the incident.

Remember – no statement, documentation, or photos will be released without prior knowledge of the Crisis Management Team.

Crisis Management Members

Winston-Salem Office – New Construction Division

	Office:	Cell:	Home:
Safety Manager - Steve Pfaff	(336) 784-2000	(336)345-2146	
General Superintendent – Terry McWilliams	(336) 784-2000	(336) 345-1215	
Operations Manager - Dave Bohlmann	(336) 784-2000	(336) 399-5338	
Additional Management Member - Steve Stephens	(336) 784-2000	(336) 345-0975	(336) 294-8337
Additional Management Member - Sam Stephens	(336) 784-2000	(336) 345-0974	(336) 547-1928
Additional Management Member - Randy Elliott	(336) 784-2000	(336) 254-7602	

Winston-Salem Office – Upfit Division

	Office:	Cell:	Home:
Safety Manager - Steve Pfaff	(336) 784-2000	(336)345-2146	
General Superintendent - Steven Holland	(336) 784-2000	(336) 399-3341	(336) 643-9392
Operations Manager - Rick Ledbetter	(336) 784-2000	(336) 345-0965	(336) 945-6560

Charlotte Division

	Office:	Cell:	Home:
Safety Manager – Steve Earle	(803) 661-9920	(803) 394-0045	
Operations Manager - Tom Gibbs	(704) 755-5525	(336) 399-9103	

Columbia/Coastal Division

	Office:	Cell:	Home:
Safety Manager – Steve Earle	(803) 661-9920	(803) 394-0045	
Operations Manager - Glenn Williams	(803) 661-9920	(803) 309-0051	
General Manager – John Bartlett	(803) 661-9920	(803) 917-4252	

C. OSHA Inspection Procedure

1. **Purpose:** The purpose of this procedure is to establish guidelines to follow in the event that a representative from the Department of Labor or Occupational Safety and Health Administration (OSHA) visits the project and requests to enter and/or conduct an inspection.

2. **Policy:** It is the policy of Landmark Builders to admit a properly credentialed representative of the Department of Labor or OSHA who requests to conduct either a safety or health compliance inspection at our projects. It is **not** the policy of Landmark Builders to require a search warrant.

3. **Before Conducting the Site Inspection:** Upon arrival to the site, the compliance officer (CO) should present his/her credentials. Proper credentials consist of identification that includes a photograph, the CO's name and an identification number (similar to a passport). Escort the CO to Landmark Builders' project office to obtain the reason for the inspection and supporting documentation. Immediately notify the Safety Manager and Landmark Builders' management of the inspection.

The CO should state one of the following as a reason for the inspection:

a. Scheduled Inspection: This inspection is random.
b. Complaint: OSHA received a complaint from a citizen, an employer or an employee who alleges an unsafe condition. These complaints are usually anonymous, but the nature of the complaint must be specific.
c. Follow-Up Inspection: A CO may perform a follow-up inspection after a scheduled inspection in order to verify that corrective action has been taken for any cited hazards.
d. Accident Investigation: The CO is conducting an investigation of an accident that occurred on the site.
e. Plain-View Inspection: A CO can initiate a focused or comprehensive inspection if he or she sees any violation in plain view while passing or performing another inspection.

4. **Opening Conference**

a. The CO will request an opening conference. The opening conference is a meeting that should be attended by Landmark Builders' Safety Manager and Superintendent and a management representative of each subcontractor. The CO will discuss the reason for the inspection and provide information regarding employers' and employees' rights during the inspection. Be sure to take detailed notes during the opening conference. Information such as persons present, reason for visit, time of day, contractors on site, CO's name, CO's contact information, etc. should all be recorded.

b. The CO will request that informational forms be completed. The forms provide the CO with general information about the company. Generally, the CO requests a copy of the company's safety program, hazard communication program, OSHA 300 logs for the site and safety meeting minutes. Provide all information for viewing only (all documents should be returned).

c. The Safety Manager and Superintendent should accompany the CO on the site inspection. Under no circumstances shall a CO inspect the site without a Landmark Builders management representative being present at all times. On sites where Landmark Builders employs temporary labor, the CO may request a temporary labor representative. It is recommended that a management representative of the subcontractor accompany the CO only during review of that particular subcontractor's work area.

d. During the inspection, take notes of what the CO recognizes as non-compliance and pictures of those items that the CO takes pictures of. Take additional pictures, including different angles and wider areas, to document any contributing factors or compromised safety efforts. Don't admit any wrong doing. Violations can be very technical in nature; you may think you are guilty of a violation when you are not.

5. General Compliance Inspection

During a general compliance inspection, the CO will request to review all working areas of the project. The CO should be escorted to areas where work is in progress. The CO has the right to see any area of the project, provided that the CO has the appropriate personal protective equipment such as safety glasses and head protection.
Employers are required by law to inform the CO of any hazardous situations that he or she may be exposed to. The Landmark Builders' representative escorting the CO should advise if an alleged unsafe condition was created by a contractor or subcontractor.

In the event that the CO mentions an unsafe condition, it should be corrected quickly while the CO is on the project, if possible.

Document the "walk around" inspection:

a. Record each location of the project the CO inspects, both inside and outside.
b. Record any information that the CO records as a result of employee interviews, particularly if an employee voices a complaint during the inspection.
c. If the CO takes a photograph, generally it is the result of an alleged unsafe condition. Take the identical photograph from the same location and angle and from other perspectives. Ask the CO if an alleged unsafe condition exists and record all comments.
d. Take a broader photograph if it would reveal a more accurate representation of the alleged unsafe condition.

The CO has the right to discuss safety and health with any employee on the project. A certain amount of time will be taken by the CO for employee interviews.

Allow the CO to interview any employee privately, if requested.

If the CO is planning to conduct environmental sampling, such as air or noise level sampling, ask if you can record the readings that the CO receives from his instrumentation. Record the exact same information the CO records for operation of allegedly unsafe equipment.

Imminent Danger: If the CO states that a particular area or operation poses an imminent danger to an employee. Landmark should respond in a voluntary and expeditious manner to eliminate the alleged imminent danger condition.

6. Referral, Complaint, Follow-Up, Accident Investigation

a. All guidelines noted above apply to this section.
b. Employers are obligated to take the CO or the OSHA investigator to the area of the accident or to the area of referral or complaint. Use the most direct

route. OSHA has the right to inspect other areas of the site if violations are in plain view of the CO.

c. An additional opening conference should be conducted if the original scope of the investigation is expanded.

7. Closing Conference

After the completion of the inspection, the CO conducts a closing conference. The results of the inspection are discussed and any alleged violations are described. It is extremely important that the CO be advised of the appropriate subcontractor who may be responsible for an unsafe condition or act. Instruct the CO that any citation issued to Landmark Builders should be addressed to the Safety Manager at the office location.

8. Final Report

A final report, including photographs, should be prepared within 5 days by the Safety Manager.

D. Landmark Builders Internal Safety Inspection Procedure

Internal Safety Inspections performed by the Safety Manager, Project Manager or other management are conducted with the purpose of evaluating the safety performance of Landmark Builders and its subcontractors. These evaluations are intended to provide site management with an outside perspective of site conditions with regards to safety. Immediate action should be taken by site management to remedy any noted hazards. Inspections serve to closely simulate actual OSHA inspections so that evaluations can be made.

Once the Safety Manager completes the site inspection, the Superintendent will be provided with a report of any findings. The Superintendent will review the report and ask any questions in order to clarify the findings or seek recommendations from the Safety Manager.

An inspection report will be provided to Management, Project Managers, and Superintendent(s) within 48 hours. The inspection report will describe any safety violations noted during the inspection. A space will be provided for the Superintendent(s) to describe what action was taken to abate the hazard and when the hazard was abated. The Superintendent will submit a copy of the abatement information to the Safety Manager within five (5) business days.

E. Required Training for Landmark Builders' Employees

1. Management Employees

All construction management employees who are directly involved with on-site construction activities or safety sensitive positions are required to receive the following training:

a. OSHA 10-Hour Construction Safety Course: Completed within one year of hire.
b. First Aid and CPR: Every two years.
c. Fall Protection Criteria and Best Practices Course: Annually.
d. Scaffold Safety: Annually.

e. Trench Safety: Annually.
f. Fire Extinguisher Safety: Annually.

2. Field Employees

All field employees will be required to receive the following training:

a. Fall Protection Criteria and Best Practices Course: Annually.
b. Ladder Safety: Annually.
c. Hazard Communication: Annually.
d. Forklift Safety: As needed and retrained/evaluated every three years.
e. Aerial Work Platform Safety: As needed and retrained/evaluated every 3 years.
f. Fire Safety: Annually.
g. Powder Actuated Tool Training: As needed.
h. Skid Steer Loader Safety: As needed and retrained/evaluated every three years.
i. Respiratory Protection: As needed with re-evaluation annually.
j. PPE: Annually.

F. General Safety Rules and Procedures

1. Disciplinary Procedures

After a verbal warning, violation of these topics, OSHA regulations or the Landmark Safety Policy can result in the following:

1st offense: Up to 3 days dismissal without pay.
2nd offense: Up to 5 days dismissal without pay.
3rd offense: An additional 5 days dismissal without pay or permanent dismissal.

2. General Rules

a. No one under the age of eighteen (18) shall be permitted on a jobsite unless accompanied by a job superintendent 100% of the time. UNDER NO CIRCUMSTANCES SHALL A PERSON UNDER AGE 18 BE EMPLOYED ON A JOBSITE WITHOUT PRIOR WRITTEN APPROVAL FROM LANDMARK BUILDERS' MANAGEMENT.
b. All workers must be protected from falls of six feet or more. 100% fall protection must be utilized except ladders if used properly.
c. All trenches and excavations must be inspected daily by a competent person. Landmark Builders' daily trench inspection checklist (See Form J) must be completed and turned in before workers are allowed to enter any trench in excess of 4 feet.
d. All scaffolds must be inspected daily by a competent person. (See Form K) Landmark Builder's scaffold inspection process must be followed including tagging of scaffolds and completion of checklists. This excludes narrow rolling Bakers scaffold.
e. All access ladders must extend at least 36 inches above the landing and be tied off to prevent slipping. If a ladder must be accessed without a tie off, then someone must hold the ladder at its base.
f. All step ladders must be used according to the manufacturer's recommendations. Step ladders may not be folded and leaned for use. The

top two rungs may not be used as steps. Users shall always face the ladder while ascending or descending it. Never straddle or sit on ladders.

g. Ladders with damaged rungs or side rails must be taken out of service. Manufacturer's supplied labels must be clearly visible on all ladders.
h. Workers who are required to operate fork trucks or aerial work platforms must be trained and able to show proof of such training before usage.
i. Workers using grinders, masonry saws, gas powered saws, chop saws or chipping/jack hammers must wear safety glasses and face shields.
j. Face shields and welding shields must be the type that are used in conjunction with a hard hat.
k. Workers exposed to harmful dust or fumes must wear proper respiratory protection.
l. Workers exposed to excessive noise levels must wear hearing protection.
m. If determined and required by the project superintendent, workers must wear safety glasses at all times when in the construction area.
n. Workers must wear hard hats and proper work attire when in the construction area. Sleeved shirts are required. Long pants are required. Work shoes are required (no tennis shoes are allowed).
o. Accessing the structure from aerial work platforms is not permitted.
p. Workers must tie off at all times when using or moving articulating boom lift platforms.
q. Tieing off to perimeter cables or wooden guardrails is not permitted.
r. Lanyards may not be looped around objects and back to themselves unless they are specifically designed to do so. Beam clamps, safety straps or other approved fall protection device must be used.
s. All extension cords must be 12 gauge or larger with grounds and cords with damaged sheaths or missing prongs must be taken out of service immediately.
t. GFCI outlets or GFCI connectors must be used for power needs.
u. All torches must be kept in proper working order and must be equipped with flash back preventors.
v. All fuels, oxygen, acetylene, etc. must be stored upright and secure in areas where fumes can not accumulate and 20' apart.
w. Rigging inspections must be completed before any lift is made with cranes, forklifts, backhoes, trackhoes, etc. Defective rigging must be immediately tagged and removed from service.
x. Tag lines must be used on all lifts except concrete buckets.
y. All equipment powered by flammable or combustible materials must have a fire extinguisher located within 20 feet of the equipment.
z. All rebar or conduits on which a worker could become impaled must be protected with impalement prevention rebar caps. This includes all rebar 5 feet or less in height and all rebar below any walking/working surfaces. Horizontal rebar which could scratch skin or catch clothing must be capped.
aa. All jobsite signs and posters providing information or warnings must be observed.
bb. No horseplay or scuffling will be permitted.
cc. Defective hand or power tools must be removed from the jobsite.
dd. Powder actuated tools must be used properly and employees using these tools must be trained and show proof of such training. All used loads must be placed in a bucket or cup of water and not be placed on walking/working surfaces.

ee. Workers who are required to direct traffic must be equipped with a high visibility vest and directional sign that indicates "Stop" on one side and "Slow" on the other side.
ff. No one will be allowed on the jobsite while under the influence of intoxicants or drugs. ANYONE VIOLATING THIS MAY BE IMMEDIATELY DISCHARGED. Do not allow the person under the influence to leave the jobsite on his own. Call a taxi or use other means. Contact the Safety Manager immediately.
gg. Work areas must be cleaned at the end of each work day.

3. Subcontractor Responsibilities

a. Subcontractors must possess and maintain a MSDS binder on the jobsite and a copy must be provided to Landmark Builders.
b. Weekly safety meetings must be turned into Landmark Builders for verification of completion.
c. All subcontractor employees must have access to suitable drinking water and disposable cups on site.
d. All subcontractor employees must have access to a properly maintained first aid kit.
e. Accidents resulting in injury or near miss incidents must be reported to the Project Superintendent immediately. Documentation of the accident/ incident must be submitted to Superintendent within 24 hours.
f. All subcontractor employees must have access to and be trained in all required personal protective equipment.
g. Gas, diesel, or other fuels must be contained in labeled safety cans that are equipped with a safety latch. Plastic containers are not permitted.
h. Fire extinguishers must be kept on all mobile equipment. All other equipment powered by flammable or combustible materials must have a fire extinguisher located within 20 feet.
i. Heavy equipment, including forklifts, bobcats, leaders, lifts, earth moving equipment, etc. must be properly maintained. Back-up alarms, parking brakes, seat belts, etc. must be kept in proper working order. Only trained operators are permitted to operate or move this equipment.
j. Electrical panels must be protected according to applicable OSHA regulations.
k. Landmark Builders' personnel must review records such as crane certification, monthly inspection logs, daily inspection logs, crane operator certification, and rigging inspections for mobile cranes before a lift can be made.
l. Welding machines and welding leads must be kept in proper working order. All power settings must be clearly visible. Welding leads may only be repaired with approved tape and all non-conductive covers must be in place.

SECTION 2 - SPECIFIC SAFETY PROGRAMS

A. Fall Protection

1. Purpose

a. To establish guidelines to protect all employees engaged in work activities that expose them to potential falls of six feet or more except steel erection.
b. To ensure that each employee who may be exposed to fall hazards is trained and made aware of the safety provisions which are to be implemented by this program prior to the start of each task.
c. To establish responsibility for implementing and controlling fall protection procedures.

2. Responsibility

a. It is the responsibility of the Safety Manager to coordinate the fall protection program.
b. Fall prevention and protection must be specifically addressed for all projects during the preconstruction and construction phases. Providing fall prevention and protection requires an assessment by site managers of each fall situation at a given jobsite. The criteria for selecting a given fall prevention/protection system follows those established by 29 CFR 1926.502, fall protection systems and criteria.
c. Duties of Project Superintendent include:
    i. Inspecting the area to determine what hazards exist or may arise during work activities;
    ii. Identifying the hazards and selecting the appropriate equipment and procedures to be used;
    iii. Giving specific instructions to workers in order to control exposure to unsafe conditions; and
    iv. Ensuring employees follow procedures given and understand training provided.
d. The Safety Manager is responsible for training all Landmark Builders' employees in fall protection.
e. Each subcontractor is responsible for continual observational safety checks of its work operations in order to ensure that the appropriate fall protection procedures are performed.
f. It is the responsibility of all employees to bring to the attention of management any unsafe or hazardous conditions or acts that may cause injury to either himself/herself or other employees.

3. Walking/Working Surfaces

a. All walking/working surfaces must be inspected to ensure the strength and structural integrity to support employees safely. Employees may work on those surfaces only when the surfaces have the required strength and structural integrity as required by the OSHA standards.
b. When a walking/working surface exceeds six feet above a lower level, measured from the highest point to the lowest point, a fall prevention or fall protection system must be utilized.

c. Passive fall protection systems should always be the primary means of preventing falls. Passive systems are those that do not rely on the actions of the worker. Those systems may include guardrail systems, hole covers, elevated work platforms, horizontal nets, isolation of operations, etc. The erection, use, and dismantling of passive fall protection systems shall comply with all applicable standards and regulations.
d. Where passive systems can not be used, fall restraint systems should be considered as the next choice in fall protection. Fall restraint systems operate by adjusting to prevent the wearer from physically reaching the edge that poses the hazard.
e. Fall arrest systems shall be used only after consideration has been given to the above systems. All personnel using fall arrest equipment shall be trained in accordance with OSHA 1926 Subpart M and this manual by the Safety Manger.
f. An employee may not come within six feet of any fall hazard greater than six feet unless a fall restraint or fall arrest system is in use.

4. Guardrail Systems

a. Requirements for guardrail systems include the incorporation of a toprail, midrail and toeboard. Each component has its own requirements described below.
b. The top edge height of toprail must be 42 inches (plus or minus 3 inches). When conditions warrant, the toprail may exceed 45 inches in height provided the condition is temporary (metal or wood decked floor prior to the pouring of concrete). The toprail must be capable of withstanding a 200-pound test load in any outward or downward direction.
c. Midrails are to be installed 21 inches above the working surface. When the toprail exceeds 45 inches as mentioned above, the midrail shall be placed 21 inches above the finished walking working surface elevation. The standard allows the use of wire mesh or screens providing they meet the height and strength requirements. Midrails must be capable of withstanding a 150-pound test load applied in any downward or outward direction.
d. Toeboards (3-1/2 inches high) will be provided on all open sides and ends of all floors, scaffolds, platforms, openings, or elevations six feet or more above a lower elevation. Toeboards are to be designed and installed so that they are capable of withstanding a 50-pound test load in an outward direction.
e. Both toprails and midrails are to be surfaced to prevent injury to workers from punctures or lacerations and shall be free of protrusions that can snag clothing.
f. Toprails and midrails may be constructed of wire rope provided it is at least 1/4 inch diameter and flagged every six feet. Sufficient support stanchions shall be used to allow as little tension on the cable as possible and still not sag more than three inches when a 200-pound test load is applied in any downward or outward direction.
g. Wire rope connectors are to be in the form of eyes. Dead ends are not to be overlapped and clamped together. At least two clips are to be used at each rope eye for guardrail systems. Three are required when used as part of a personal fall arrest system. Clips are to be turned so that the saddle does not ride on the dead end of the rope and shall be spaced at six inch intervals. Hardware must be drop forged. Circular eyelets for rope anchorage must be of the closed eye type.

h. Hoist areas, shafts, or elevator openings shall be protected by means of gates, chains, wire ropes or removable guardrails. Systems shall be installed so that protection is provided during all loading and/or other work activities.
i. Steel banding, plastic banding or plywood shall not be used as a toprail or midrail.
j. Floor holes in excess of 2 inches in diameter are to be identified, secured, and protected on all sides. Where holes are used for passage of materials, they shall not have more than two sides with removable rails. Holes not in use must be guarded or covered.
k. Where floor holes are used as a point of access such as ladderways, they shall be protected with a guardrail system and be provided with a gate or be so offset that a person cannot walk directly into the hole.
l. Covers for holes in floors, roofs, and other walking/working surfaces are required to be capable of supporting, without failure, at least twice the weight of employees, equipment and materials that may be imposed on the cover at any one time.
m. Covers for holes will be marked with "HOLE" or "COVER- DO NOT REMOVE."

5. Falling Object Protection

a. Employees potentially exposed to injury from falling objects shall be protected by one of the following measures:
    i. Erection of toeboards, screens, hole covers, and/or guardrail systems to prevent objects from falling from above;
    ii. Erection of a canopy structure; and
    iii. Barricading the area to which objects could fall and prohibit employees from entering the barricaded area.

6. Personal Fall Arrest System

a. Anchor points shall be capable of supporting a minimum of 5,000 pounds per worker.
b. Wire rope used as a guardrail shall not be used for tie-off unless engineered and designed by a Registered Professional Engineer.
c. Connectors, D-rings, snaphooks, lanyards, lifelines and anchorages must be designed, constructed and installed according to OSHA specifications.
d. Systems must be installed so that an employee can neither free-fall more than 6 feet nor contact any lower level.
e. Personal fall arrest systems and components subject to impact loading shall be removed from service until approved for continued use by the original manufacturer.
f. All fall protection equipment must be inspected by the user prior to each use for wear, damage and/or deterioration with defective components removed and by the Safety Manager annually.
g. Rescue plans must be followed for the prompt rescue of any employee who experiences a fall.

7. Positioning Device Systems

a. Positioning device systems shall be rigged such that an employee cannot fall more than two feet.

b. Positioning devices must be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
c. Connectors, D-rings, and snaphooks must be designed, constructed, and installed according to OSHA specifications.
d. All positioning device systems must be inspected prior to each use for wear and/or deterioration with defective components removed.

8. Warning Line Systems

a. Warning line systems shall be erected around all unprotected sides and edges not less than six feet from the edge of the hazard.
b. Points of access, material handling areas, storage areas and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
c. Warning line systems shall consist of high visibility ropes, wire or chains and supporting stanchions erected according to OSHA 1926.502(f).
d. Employees are not allowed in the area between a roof edge and warning line unless working in that area with fall protection or safety monitor system.

9. Controlled Access Zones

a. Controlled access zones shall be defined by a high visibility, high strength control line that restricts access. Control lines must have a minimum breaking strength of 200 pounds.
b. All employees working in controlled access zones must comply with fall hazard warnings issued by safety monitors.

10. Safety Monitoring Systems

a. A competent person shall be designated to monitor the safety of other employees in controlled access zones.
b. The safety monitor shall be distinguished by a high visibility hard hat or high visibility vest.
c. The safety monitor shall be competent to recognize fall hazards and shall warn employees when it appears that the employee is unaware of a hazard or is acting in an unsafe manner.
d. The safety monitor shall be on the same walking/working surface within visual sighting distance of all employees being monitored.
e. The safety monitor shall be close enough to communicate orally with all employees being monitored.
f. The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.
g. Each employee working in a controlled access zone shall be directed to promptly comply with fall hazard warnings issued by safety monitors.

11. Post-Fall Rescue Plan

a. In the event that an employee remains suspended from an anchorage point after a fall and the employee can not self-rescue or be easily aided by site personnel, Landmark Builders will rely on local emergency services for all rescue action. All Landmark Builders employees will be trained to

immediately notify emergency personnel of the situation and only provide assistance if it poses no hazard to the assisting employees.

12. Training

a. Training shall be provided for workers to enable them to recognize the hazards of falling and to train them in the procedures to be followed in order to eliminate these hazards. Training should cover the following areas:
   i. Nature of fall hazards in the work area;
   ii. Correct procedures for erecting, maintaining, disassembling and inspecting fall protection systems to be used;
   iii. Use of guardrail systems, personal fall arrest systems, control access zones and other protection to be used;
   iv. Role of each worker as a safety monitoring system is used;
   v. Limitations of mechanical equipment during the performance of roofing work on low sloped roofs;
   vi. Correct procedures for handling and storage of equipment and materials and erection of overhead protection;
   vii. Post-Fall Rescue Procedures; and
   viii. OSHA Regulations.

13. Recordkeeping

a. Compliance with the Fall Protection regulations will be verified by preparing a written certification record of all training. The written certification record will state the name of the workers trained, date(s) of training, the signature of the trained employee and the signature of the Safety Manager who conducted the training.
b. If the worker who has already been trained does not have an understanding and the skill required, then the worker shall be retrained. Circumstances where retraining is required include situations where:
   i. Changes in the workplace render previous training obsolete;
   ii. Changes in type of fall protection systems or equipment to be used render previous training obsolete; and
   iii. Inadequacies in an affected worker's knowledge of fall protection systems to indicate the worker has not retained the requisite understanding or skill.

B. Control of Hazardous Energy (Lockout/Tagout)

1. Purpose

a. To protect all workers on Landmark Builders' projects from the dangers associated with hazardous energy.
b. To establish a means of positive control (lockout) to prevent the accidental starting or activating of machinery or systems while they are being repaired, cleaned or serviced.
c. To provide a secondary control system (tagout) when it is impossible to positively lockout the machinery or equipment.
d. To ensure that only approved locks, standardized tags and fastening devices provided by Landmark Builders will be utilized in the lockout/tagout procedures.

e. To establish responsibility for implementing and controlling lockout/tagout procedures.
f. This program will also serve only as a resource for those subcontractors who do not possess a lockout/tagout procedure of their own. Those subcontractors may implement the procedures in this program or use it as a guide to write and implement their own program.

2. Responsibility

a. The Superintendent is responsible for enforcing the program and ensuring compliance with these procedures on their projects.
b. The Safety Manager is responsible for training and monitoring the compliance of this procedure and will conduct periodic inspections on projects to verify compliance.
c. Authorized employees are responsible for following established lockout/tagout procedures.
d. Affected employees are responsible for ensuring they do not attempt to restart or re-energize machinery or equipment that has been locked or tagged out.

3. Preparation for Lockout or Tagout

a. Employees who are required to utilize the lockout/tagout procedure must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means.
b. Employees must first identify which type of energy source applies to their operation. Energy sources include electrical, hydraulic or pneumatic, fluids and gasses and mechanical.
c. More than one energy source can be utilized on some equipment. The proper procedure must be followed in order to identify energy sources and the proper lockout/tagout procedures.
d. All lockout/tagout procedures must follow these six basic steps:
    i. Preparation for Shutdown: Identifying the energy to be controlled and the method or means to control the energy.
    ii. Machine or Equipment Shutdown: An orderly shutdown must be utilized to avoid an additional or increased hazard(s) to employees as a result of the equipment stoppage.
    iii. Machine or Equipment Isolation: Machines and equipment must be isolated from the energy source(s).
    iv. Lockout or Tagout Device Application: Locks and/or tags shall be utilized by each authorized employee to prevent accidental start-up.
    v. Control of Stored Energy: All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe.
    vi. Verification of Isolation: Authorized employees must verify that isolation and de-energization of the machine or equipment has been accomplished.

4. Electrical Hazard Procedure

a. Disconnect the power at its source by unplugging the cord from the outlet, isolating the outlet by switching the corresponding breaker to the "off" position or isolating the panel by placing the main power supply switch in the "off" position.

b. The disconnecting means must be locked or tagged so that the switch can not be placed in the "on" position or the plug can not be re-inserted without the prior knowledge of authorized employees.
c. Employees can now perform necessary work. Once work is completed and all affected employees are confirmed clear from any hazards, the locks or tags can be removed and the energy source can be re-energized.
d. Some machinery and energy sources contain capacitors. These capacitors can store dangerous amounts of energy, even when no energy appears present. It is very important that these capacitors are drained of energy before work can begin.

5. Hydraulic/Pneumatic Hazard Procedure

a. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, then lockout or tagout the supplying valve.
b. Stored pressures from hydraulic/pneumatic lines must be drained/bled. The accidental release of stored energy could cause serious injury to employees performing maintenance or repair operations.
c. Be sure all equipment controls are returned to their safest position (off, stop, standby, etc.).

6. Fluids and Gasses Hazard Procedure

a. Identify the type of fluid or gas present. If the fluid or gas is flammable, then verify that no ignition sources are near.
b. Close all controlling valves to prevent flow. Some systems may have electrically controlled valves; if so, then they must be shut down and locked or tagged out.
c. Lock or tagout the controlling valve before attempting to drain/bleed the lines.
d. Drain/bleed lines to a zero energy state.
e. Verify that a zero energy state exists at the equipment being serviced, repaired or replaced.
f. When work is complete and all individual locks and/or tags have been removed, then the lines can be re-energized.

7. Mechanical Energy (gravity activation, stored in springs, etc.) Hazard Procedure

a. Brace, block, chain or otherwise restrict movement.
b. Lock or tagout the restricting device as appropriate.
c. Verify that all potential movement has been controlled.
d. Once work is complete, then remove locks, tags or restricting devices.

8. Release from Lockout/Tagout

a. Inspection: Make sure the work is completed and inventory the tools and equipment used.
b. Clean-up: Remove all towels, rags, work-aids, etc.
c. Replace Guards: Replace all guards that were removed during the work process.
d. Check Controls: All controls should be in their safest position.
e. Remove Locks and Tags: Once their work is completed, then all authorized employees shall remove their tags and/or locks.

9. Procedure Involving More Than One Authorized Employee

a. When servicing and/or maintenance is performed by more than one person, then each authorized employee shall have his/her own lock or tag on the energy isolating source. This shall be done by using a multiple lock scissor clamp if the equipment is capable of being locked out. If the equipment can not be locked, then each authorized employee must place his/her tag on the equipment.

10. Training

a. Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources and the methods and means necessary for energy isolation and control by the Safety Manager.
b. Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure. Special emphasis shall be placed on the dangers of restarting or re-energizing machines or equipment which have been locked or tagged out.

11. Recordkeeping

a. Compliance with the Lockout/Tagout regulations will be verified by preparing a written certification record of all training. The written certification record should state the name of the worker trained, date(s) of training, the signature of the trained employee and the signature of the person who conducted the training (Safety Manager).
b. If there is a reason to believe any worker who has already been trained does not have the understanding and skill required, then the worker shall be retrained. Circumstances where retraining is required include situations where:
    i. Changes in the workplace render previous training obsolete;
    ii. Changes in type of lockout/tagout procedures or equipment to be used render previous training obsolete;
    iii. Inadequacies in an affected worker's knowledge of lockout/tagout procedures to indicate the worker has not retained the requisite understanding or skill.

C. Personal Protective Equipment

1. Purpose

a. The purpose of the Personal Protective Equipment Program is to protect the employees of Landmark Builders from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible.

2. Responsibility

a. It is the responsibility of the Safety Manager to conduct workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE and to monitor compliance with this program. Responsibilities include:
    i. Selecting and purchasing PPE;
    ii. Reviewing, updating and conducting PPE hazard assessments;
    iii. Maintaining records on hazard assessments;
    iv. Maintaining records on PPE assignments and training;
    v. Providing training, guidance and assistance to supervisors and employees on the proper use, care and cleaning of PPE;
b. Superintendents have the primary responsibility for implementing and enforcing PPE use and policies in their work areas. This involves:
    i. Providing appropriate PPE and making it available to affected employees;
    ii. Ensuring that employees properly use and maintain their PPE and follow Landmark Builders' PPE program;
    iii. Notifying Landmark Builders Safety Manager when new hazards are introduced or when activities change;
    iv. Ensuring that defective or damaged PPE is immediately disposed of and replaced.
c. Each employee using PPE is responsible for following the requirements of the PPE program. This involves:
    i. Properly wearing PPE as required;
    ii. Attending required training sessions;
    iii. Properly caring for, cleaning, maintaining and inspecting PPE as required;
    iv. Following Landmark Builders PPE program;
    v. Informing their supervisor of the need to repair or replace damaged PPE.

3. Foot Protection

a. Workers are required to wear sturdy work shoes on all jobsites. Shoes shall be at least a leather work boot or a steel-toed work boot. Employees in contact with high voltage operations shall wear non-conductive footwear. Tennis shoes are not permitted on jobsites.
b. Safety-toe footwear for employees shall meet the requirements and specifications in American National Standard for Men's Safety-Toe Footwear, Z41.1-1967.

4. Head Protection

a. Protection helmets (Class A hard hats) shall be worn to protect employees on all jobsites once foundations begin until the punchlist has been established, provided all overhead work has been completed.

5. Hearing Protection

a. Hearing protection devices shall be provided and used when noise levels exceed or the duration of exposure exceeds those specified in Permissible Noise Exposures for slow response noises. Exposure to impulse or impact noise should not exceed 140 db peak.

Permissible Noise Exposures

Duration per days, hours	Sound level dBa slow response
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

6. Eye and Face Protection

a. Employees working on Landmark Builders jobsites shall wear eye and face protection equipment when machines or operations present potential eye or face injury from physical, chemical or radiation agents.
b. Eye and face protection equipment shall meet the requirements specified in American National Standards Institute, Z87.1-1968, Practice for Occupational and Educational Eye and Face Protection.
c. Prescription glasses must meet applicable ANSI standards when used as eye protection. If this is not feasible, then the employee must wear approved protection over the prescription lenses, such as goggles.
d. Face and eye protection equipment shall be kept clean and in good repair. The use of this type of equipment with structural or optical defects is prohibited.

7. Respiratory Protection

a. Respirators shall be used when necessary to protect the health of workers. Landmark Builders shall provide the respirators that are applicable and suitable for the purpose intended. **Refer to the Respiratory Protection Program for further information. (See Section 3B)**

8. Hand Protection

a. Employees shall utilize hand protection on Landmark Builders jobsites when there is exposure to cuts, abrasions, chemicals, vibration, and temperature variances. Selection of hand protection shall be based on potential hazards, duration of use, and tasks performed.

9. Safety Harnesses/Lifelines/Lanyards

a. Lifelines, safety harnesses and lanyards shall be used only for employee safeguarding. Any lifeline, safety harness or lanyard subjected to in-service loading must be immediately tagged and removed from service and shall not be used again for employee safeguarding.
b. Lifelines shall be secured above the point of operation when possible to anchorage or a structural member capable of supporting the minimum breaking strength.
c. **Refer to the Fall Protection Program for further information. (See Section 2A)**

10. Cleaning and Maintenance of PPE

a. It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean and maintain their PPE. Superintendents are responsible for ensuring that users properly maintain their PPE in good condition.
b. Personal protection equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever needed.

11. Training

a. Workers that are required to wear PPE will receive training by the Safety Manager in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:
    i. When PPE is necessary to be worn;
    ii. What PPE is necessary;
    iii. How to properly dust off, adjust and wear PPE;
    iv. The limitations of the PPE;
    v. The proper care, maintenance, useful life and disposal of the PPE

12. Recordkeeping

a. Upon completion of the PPE Training, the Safety Manager shall certify in writing that each employee has received and understands the training requirements. Certification shall include the employee's name, date of training, subject of certification and Safety Manager's signature.
b. All records shall be maintained by the Safety Manager.

PERSONAL PROTECTIVE EQUIPMENT
HAZARD ASSESSMENT

	SOURCE OF HAZARD	HAZARD	PERSONAL PROTECTIVE
1.	Brick saw, chop saw, quickie saw, grinders, and chipping hammers	Flying debris Brick dust High noise level	Goggles or safety glasses and face shield Dust mask Ear plugs
2.	Drill or screw gun	Flying debris	Safety glasses
3.	Falling objects from aloft	Head injury	Hard hat
4.	Sheet metal, cable, sharp materials	Lacerations/splinters	Leather gloves
5.	Lifting heavy objects	Crushing injuries to feet	Steel toed shoes
6.	Tamp	Foot injury High noise level	Aluminum foot protectors Ear plugs
7.	Saws	Flying debris High noise level	Safety glasses or goggles Ear plugs
8.	Working aloft	Falls	Safety harness and lanyard
9.	Welding	Weld flash Fumes Burns	Welding helmet with Approved lens Respirator Gloves, leather apron or vest
10.	Jack hammer	Foot injury Flying debris High noise level	Aluminum foot protectors Goggles or glasses Ear plugs
11.	Bobcat or uniloader	High noise level for extended period of use	Ear plugs or muffs
12.	Ramset gun	Flying debris High noise level in small places	Safety glasses Ear plugs
13.	Hammer on steel	Flying debris	Safety glasses
14.	Concrete	Flying debris Burns	Safety glasses Rubber boots, long pants, shirts

D. Fire Protection and Prevention

1. Purpose

a. The purpose is to supplement the safety program by providing specific standards regarding Fire Protection and Prevention as well as to ensure that each employee is adequately trained and fully aware of the safety procedures associated with Fire Protection and Prevention.

2. Responsibility

a. The Safety Manager is responsible for monitoring the compliance with this program and will conduct training for all supervision and employees.
b. The Superintendent is responsible for the implementation of this program on site.

3. Fire Protection and Prevention

a. Fire extinguishers provided by Landmark Builders shall be conspicuously located on all jobsites, elevated from the ground and labeled with a fire extinguisher sign.
b. Only UL listed A-B-C type rechargeable fire extinguishers will be used.
c. All fire extinguishers will be visually inspected monthly, retagged annually and taken out of service if recharging or repair is needed. A tag indicating the date of recharging should be affixed to each extinguisher.
d. All jobsites will have fire extinguishers provided for each 3000 square feet of protected building area and travel distance will not exceed 100 feet from any point to protected area to the nearest fire extinguisher.
e. In all multistory buildings at least one fire extinguisher will be located adjacent to each stairway.
f. All Landmark Builders vehicles and material handling equipment shall have at least a 2-1/2 pound fire extinguisher affixed to it.
g. Material shall not be stored within three feet of an electrical panel, outlet or fire extinguisher.
h. Smoking is prohibited in any hazardous area and "No Smoking" signs shall be posted in these areas.
i. Open fires of any kind are not permitted on project sites.

4. Flammable and Combustible Liquids

a. Only safety containers approved by the Safety Manager of Landmark Builders shall be used for the storage and handling of flammable and combustible liquids in quantities of 5 gallons or less. For quantities of one gallon or less, the original container may be used for storage, use and handling of flammable liquids.
b. Flammable or combustible liquids on Landmark Builders jobsites shall not be stored in areas used for exits, stairways or normally used of the safe passage of people.

c. No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. Quantities of flammable and combustible liquids in excess of 25 gallons shall be stored in acceptable or approved cabinets. Cabinets shall be labeled in conspicuous lettering. "Flammable-Keep Away Fire"
d. A fire extinguisher shall be kept within 20 feet of any combustible container.
e. Liquefied Petroleum (LP) Gas presents special fire and explosion hazards. Only qualified persons shall handle LP gas. LP gas units should be inspected daily for leaks and other malfunctions.
f. Outdoor portable storage tanks shall not be located within 20 feet of any building.
g. Fuel/gas cylinders should be transported and stored in an upright position with safety caps secured to the cylinder. They must be stored at least 20 feet away from oxygen cylinders.
h. Welding gases should be stored in an isolated area.
i. All combustible waste materials, rubbish and debris should be properly disposed of daily.

5. Temporary Heating Devices

a. On jobsites, fresh air shall be supplied to maintain the health and safety of employees. Mechanical ventilation shall be provided when fresh air supply is inadequate.
b. On jobsites, sufficient ventilation shall be provided where heaters are used in confined spaces in order to ensure proper combustion, maintain the health and safety of employees and limit temperature rise in the area. Temporary heating devices shall be installed to provide clearance to combustible materials not less than the amount shown in the table below.

Minimum Clearance (Inches)

Heating Appliances	Sides	Rear	Chimney Connectors
Room Heater, Circulating Type	12	12	18
Room Heater, Radiant Type	36	36	18

c. Heaters not suitable for use on wood floors shall rest on suitable heat insulating material. The insulating material shall extend beyond the heater 2 feet or more in all directions. A minimum of at least 10 feet is required for heaters used in close proximity to combustible coverings.. Heaters in use shall be set level, unless otherwise permitted by the manufacturer's instructions.
d. Solid fuel salamanders are prohibited in buildings and on scaffolds.
e. Flammable liquid-fired heaters shall be equipped with a primary safety control to stop the flow of fuel in the event of flame failure.

6. Training

a. All employees are required to attend annual Fire Extinguisher Training. Employees shall demonstrate the use of a fire extinguisher in a controlled environment while supervised by the Safety Manager.
b. Upon completion of the Fire Extinguisher Training, the Safety Manager shall certify in writing that each employee has received training in fire extinguisher use. Certification shall include the employee's name, date of training, subject of certification and signed by the Safety Manager.

7. Recordkeeping

a. All training records shall be maintained by the Safety Manager. Training documentation shall include the date of training and the names of all employees in attendance.

E. Confined Spaces

1. Purpose

The purpose of this section is:

a. To protect all workers on Landmark Builders' projects from the dangers associated with working in confined spaces.
b. To establish responsibility for implementing all confined space procedures.
c. To establish procedures for identifying, testing and entering confined spaces.
d. To establish requirements for training field employees in confined space entry procedures.

2. Responsibility

a. The Superintendent is responsible for implementation of all confined space entry procedures on site.
b. The Safety Manager is responsible for monitoring the compliance of this procedure and will conduct confined space training for all affected superintendents and employees.
c. Trained employees are responsible for following established confined space entry procedures.

3. Identifying Confined Spaces

a. A confined space is defined as any location that has limited openings for entry and egress and is not intended for continuous employee occupancy.
b. A permit-required confined space is one that contains or has the potential to contain a hazardous atmosphere or contains other hazards such as engulfment. Workers will not be allowed to enter permit-required confined spaces until all proper procedures have been followed first. (See Form R)

Examples of permit-required confined spaces include:

i. Ventilation or exhaust ducts;
ii. Sewers or catch basins;
iii. Underground utility vaults;
iv. Tunnels;
v. Open top spaces more than four feet deep (elevator pits, vaults, trenches, etc.).

4. Entry of Permit-Required Confined Spaces

a. Once a confined space has been classified as permit-required by a competent person, then a hazard assessment of the space must be conducted by the Safety Manager to determine what hazards are present. Examples of hazards include: toxic atmosphere, oxygen deficient atmosphere, electrical shock or engulfment by water, dirt or other means.

5. Hazardous Atmospheres

a. All permit-required confined spaces must be tested for toxic or oxygen deficient atmospheres before any worker is allowed to enter. This is done by using a calibrated air monitor that is capable of measuring oxygen content, flammable atmospheres and toxic atmospheres. The two most common toxins for testing are Carbon Monoxide and Hydrogen Sulfide.
b. Oxygen levels must exist between 19.5% and 23.5% to properly sustain human life.
c. Hydrogen Sulfide levels must not exceed 10 parts per million (PPM).
d. Carbon Monoxide levels must not exceed 50 PPM.
e. The Lower Explosive Limit (LEL) shall not exceed 10%.
f. If no other hazards are present and the initial atmosphere testing levels are within acceptable levels, then the space can be declassified to a non-permit confined space. Once it is a non-permit confined space, then a continuous flow ventilation unit shall be utilized to maintain fresh air in the space and employees may be allowed to enter.
g. While employees are in the space, continuous monitoring should be conducted to ensure that atmospheric conditions do not worsen.

6. Electrical, Engulfment and Other Hazards

a. If it is determined by the competent person that other hazards are present, then the Safety Manager must be contacted so that a site specific procedure can be developed. The procedure must outline what steps are to be followed, what equipment will be used and what training must be conducted before any worker will be allowed to enter.

7. Training

a. Landmark Builders' Superintendents will undergo basic confined space training.
b. Confined space entrants and attendants will be trained prior to entry of the confined space.

c. The training will cover:
    i. Identification of confined spaces;
    ii. The hazards associated with confined spaces;
    iii. Proper procedures for entering confined spaces.
d. If a site specific confined space entry plan must be developed by the Safety Manager, then all employees on site must be trained in the site specific procedures before being allowed to enter the space.

8. Recordkeeping:

a. Records of all samples taken must be maintained for the duration of the project. Use Landmark Builders' confined space entry form (See Form R) to document all atmospheric testing.
b. All training records and site specific entry plans must be maintained by either the Safety Manager or Superintendent on site. Once the project is completed, all records should be forwarded to the Safety Manager for filing.

SECTION 3 - OCCUPATIONAL HEALTH PROGRAMS

A. Hazard Communication Program

1. Purpose

a. To establish a Hazard Communication Program to comply with, implement and communicate the OSHA Hazard Communication Standard, and to provide workers with protection against hazardous materials in the workplace.
b. To establish procedures for identifying, labeling, storing and handling hazardous materials.
c. To establish requirements for training all employees about the Hazard Communication Program.
d. To establish responsibility for implementing the Hazard Communication Program.

2. Responsibilities

a. The Superintendent is responsible for implementation of the Hazard Communication Program on site.
b. The Safety Manager is responsible for monitoring the compliance of this program and training all employees about the Hazard Communication Program.
c. Employees are responsible for following the Hazard Communication Program procedures.

3. Safety Data Sheets

a. Safety Data Sheets (SDS) will be maintained and updated by the Safety Manager.
b. An updated copy of the SDS will be available for employee review within the work shift.

c. All additional SDS information obtained from deliveries should be copied and forwarded to the Safety Manager by the recipient so the master list can be maintained and updated. If hazardous materials arrive on site without a SDS, then the Safety Manager shall be informed so that one can be requested from the manufacturer.

4. Labeling

a. All hazardous material containers shall comply with the following:
    i. Be clearly labeled as to its contents;
    ii. Display appropriate hazard warnings.
b. All labels must remain legible in English and, if possible, Spanish.
c. Supervisors must ensure that workers understand these warnings and that the SDS is available for their review upon request.

5. Non-Routine Tasks

a. Occasionally workers will be assigned a task which is not routine. Before starting such work, every worker involved shall be given specific training on any hazards that may be encountered during the performance of the assigned work activities and how to protect themselves.

6. Training

a. All employees must be informed of the following:
    i. The requirements of the Hazard Communication standard;
    ii. Any common work activities that involve hazardous materials;
    iii. The location and availability of the written Hazard Communication Program, Hazardous Materials list and a SDS for the chemicals with which they work or to which they may be exposed.
b. Employees must be trained in the following:
    i. How to read labels and review a SDS to obtain appropriated hazard information;
    ii. Physical and health effects of hazardous chemicals;
    iii. Types of exposures (acute or chronic) and routes of entry (inhalation, absorption and ingestion);
    iv. Methods and observational techniques used to determine the presence or release of hazardous chemicals in work areas;
    v. How to lessen or prevent exposure to hazardous chemicals by using safe work methods and personal protective equipment;
    vi. Emergency procedures to follow once exposed to hazardous chemicals.
c. Additional training may be necessary whenever new hazardous materials are brought on site. If the hazardous material is unique, then specific training will be required.
d. All Landmark Builders employees will undergo Hazard Communication Program training.

7. Recordkeeping

a. Records of all training will be maintained by the Safety Manager.

B. Respiratory Protection

1.Purpose

a. To establish a respiratory protection program to provide employees protection against harmful airborne particulates and/or gases and vapors.
b. To establish requirements for training all affected employees in respiratory protection.
c. To establish responsibility for implementing Respiratory Protection Program.

2.Responsibilities

a. The Safety Manager is responsible for monitoring the compliance of this program and administering all required training.
b. The Safety Manager will coordinate all necessary medical evaluations and fit testing as required by the regulatory standards.
c. The Superintendent is responsible for the implementation of this program on project sites.

3.Voluntary Use of Respirators

a. Employees wishing to voluntarily wear respirators shall contact the Safety Manager for an evaluation of the proposed hazard. If no hazard is recognized and the employee still wishes to utilize respiratory protection devices, the employee shall read and sign Form T, fill out a medical questionnaire and the Safety Manager will have it evaluated by an appropriate individual. Training will be conducted on the selection, donning, cleaning, storage, and maintenance of respirators. Note: If a hazard is recognized by the Safety Manager, then the use of respirators for that work task will be required. Exception: Employees whose only use of respirators involves the voluntary use of filtering (non-sealing) facepieces (dust masks) do not fall under this program.

4.Medical Evaluation

a. The Safety Manager initially, and annually thereafter, will evaluate each employee required to wear respiratory protection as part of his/her duties, as to whether or not that employee can wear the required respirator without undue physical or psychological risk.
b. Landmark Builders does not allow an employee to wear a respirator if, in the opinion of a licensed physician, the employee might suffer undue physical or psychological harm due to wearing the respirator.
c. The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. Landmark Builders shall provide the employee with an opportunity to discuss the questionnaire and examination results with the physician.

d. The licensed physician will determine the capacity of each respirator wearer to perform his/her work while wearing a respirator. This physician will be selected by the Safety Manager.

5. Respirator Safety Procedures

a. Wear only the respirator you have been instructed to use.
b. Check the respirator for a good fit before each use.
c. Check the respirator for deterioration before and after each use.
d. Wear the correct respirator for the particular hazard.
e. Clean the respirator after each use, thoroughly dry it and place the cleaned respirator in a sealable plastic bag.
f. Store respirator in a protected location away from excessive heat, light and chemicals.
g. Users shall not remove respirators while in a hazardous environment.
h. Store the respirator such that the face piece is protected.
i. Landmark Builders does not permit respirators with tight fitting pieces to be worn by employees who have facial hair that comes between the sealing surface of the face piece and the face or that interferes with the valve function.
j. Goggles, safety glasses, face shields or a welder's helmet worn with a respirator must not interfere with the normal positioning of the respirator on the face.

6. Approved Respirators

a. Only those respirators jointly approved by the National Institute for Occupational Safety and Health and the Mine Safety and Health Administration are purchased by Landmark Builders and used by its employees.
b. Respirators are selected on the basis of the hazard to which employees are exposed, as determined by the periodic evaluations of workplace environmental conditions. Respirators, appropriate to the hazard, are only used in those locations and/or job functions indicated in the evaluations. In the event employees are allowed to voluntarily wear a respirator for personal reasons and when exposure is not present, then the respirator must meet Landmark Builders quality standards outlined previously.

7. Hazard Evaluation For Respirator Selection

a. Selection of the proper respirators to be used in any location or operation under the control of Landmark Builders is made after a determination has been made as to the real and/or potential exposure of the Company's employees to harmful concentrations of contaminants in the workplace atmosphere. The determination is under the direction of the Safety Manager.
b. A review of the exposures and the conditions will be made as needed to determine if respirator protection continues to be required and if the previously chosen respirators still provide adequate protection. Evaluation records will be maintained on file with the Safety Manager.

8. Respirator Fit Testing

a. All employees who wear tight-fitting respirators will be fit-tested before using their respirator. Fit-testing will also be performed when a different respirator face piece is chosen, when there is a physical change in an employee's face that would affect fit, or when our employees or medical provider notify us that the fit is unacceptable. No facial hair is allowed on wearers of tight-fitting respirators.
b. The Safety Manager shall maintain fit test records for respirator users until the next fit test is administered.

9. Program Evaluation

a. Periodic reviews and evaluations of the Respiratory Protection Program will be conducted as necessary by the Safety Manager to ensure that the provisions of the current written program are being effectively implemented.
b. Program evaluations will include discussions with employees required to use respirators to assess the employee's views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:
    i. Respirator fit including the ability to use the respirator without interfering with effective workplace performance;
    ii. Appropriate respirator selection for the hazards to which the employee is exposed;
    iii. Proper respirator maintenance.

10. Training

a. Effective training for employees who are required to use respirators is essential. Training will be provided by the Safety Manager prior to requiring the employee to use a respirator in the workplace. The training shall ensure that each employee can demonstrate the knowledge necessary to wear and operate the respirator safely.
b. Training will include:
    i. Respirator protection safety procedures;
    ii. Respirator selection;
    iii. Respirator operation and use;
    iv. Limitations and capabilities of the respirator;
    v. Procedures for maintenance and storage of the respirator;
    vi. Recognizing medical signs and symptoms;
    vii. Respirator inspection;
    viii. Respirator cleaning and sanitizing;
    ix. Overview of the company Respiratory Protection Program and OSHA Standards;
    x. Schedule for respirator cartridge replacement.

11. Recordkeeping

a. The Safety Manager will retain written information regarding medical evaluations, fit testing and the respirator program. This information will

facilitate employee involvement in the respirator program, assist the company in auditing the adequacy of the program, and provide a record of compliance.

b. Copies of the medical evaluations and the annual health questionnaire will be transmitted by the Safety Manager to the Assistant Controller and be kept in each employee's file for thirty years.

C. Silica Exposure

1. Applicability and Scope

a. This Written Exposure Control Plan (Plan) applies to Landmark Builders personnel who are potentially exposed to airborne concentrations of respirable crystalline silica (silica) because of their work activities or proximity to the work locations where airborne silica is being emitted. This Plan also applies to Landmark Builders Superintendents, Foremen, or safety personnel who may be responsible for overseeing a subcontractor's operations that have the potential to expose Landmark Builders personnel to airborne concentrations of silica at or above regulatory and industry action levels and exposure limits.

b. This plan describes hazards associated with projects involving potential exposure to airborne concentrations of silica and the issues to be addressed during these projects. These projects include, but are not limited to:

   i. Use of stationary masonry saws used to cut masonry block;
   ii. Hammer drills used for drilling for anchor bolt placement;
   iii. Handheld power saws used to cut concrete, asphalt, masonry block;
   iv. Walk-behind saws used to cut concrete or asphalt;
   v. Jackhammers and handheld powered chipping tools used to demolish or modify concrete, masonry block;
   vi. Handheld grinders or cut-off wheels used for mortar removal or cutting/grinding of concrete, masonry block;
   vii. All housekeeping operations associated with the activities described above.

c. Landmark Builders employees who work in proximity to silica-related operations must be aware of safe work practices and take all necessary precautions associated with avoiding and minimizing airborne silica exposure.

2. Regulatory Review

a. Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1153: Respirable Crystalline Silica (Construction Industry) and 29 CFR 1910.1053: Respirable Crystalline Silica (General Industry), contain regulatory requirements specific to respirable crystalline silica. This Written Exposure Control Plan is developed in accordance with the requirements in 29 CFR 1926.1153(g).

3. Training Requirements

a. Landmark Builders employees who anticipate working on projects where they could be exposed to airborne silica will be provided training in silica hazards

in accordance with the Landmark Builders program established to comply with the hazard communication standard (29 CFR 1910.1200). Employees will be provided training and information regarding specific activities identified in this Plan that could result in airborne silica exposure, and the specific engineering controls, work practices and respiratory protection requirements to mitigate the potential airborne silica exposures. This training will provide a discussion of silica hazards, initial exposure determination either by complying with 29 CFR 1926.1153 Table 1 requirements or air monitoring, specific engineering and work practice control measures, and, if necessary, personal protective equipment (PPE). The training will also identify the competent person for silica exposure identification and determination of control requirements. All employees will be provided with access to a copy of 29 CFR 1910.1153 and be trained on the contents of 29 CFR 1926.1153.

4. Medical Surveillance Requirements

a. Medical surveillance for employees is not anticipated as there are no employees that will be required to wear a respirator due to compliance with exposure levels.

5. Competent Person Requirements

a. Landmark Builders Construction Safety Manager and Superintendent will serve as competent persons to inspect and oversee all activities with potential airborne silica exposure. Subcontractors working on projects within the scope of this Program shall appoint a competent person capable of executing the duties described herein. The competent person must have training in the inspection of work areas and equipment and in the determination of safe working conditions. This person shall have a working knowledge of the 1926.1153 standards, shall be capable of identifying airborne silica hazards, and shall determine the need for initial and additional exposure monitoring.

6. Planning Activities

a. Projects where anticipated activities involve concrete cutting, grinding, drilling, coring, or other abrasive operations are treated as potential sources for airborne silica exposure. Where process knowledge indicates the presence of silica, Landmark Builders will implement all controls required by 1926.1153 Table 1 – Exposure Control Methods for Selected Construction Operations.

7. Project Execution

a. The requirements of this section are to be followed by Landmark Builders employees, in order to keep silica below the regulatory limits. Employees will comply with and implement all controls required by 1926.1153 Table 1 – Exposure Control Methods for Selected Construction Operations.

8. Control Methods

a. Engineering and work practice controls, including administrative controls, shall be implemented to reduce and maintain employee exposure to silica at or below the PEL, to the extent that such controls are feasible.
b. When using mechanical ventilation to control exposure, regularly evaluate the system's ability to effectively control exposure.
c. If administrative controls are used to limit exposure, establish and implement a job rotation schedule that includes employee identification as well as the duration and exposure levels at each job or work station where each affected employee is located.
d. Maintain all surfaces as free as possible from accumulations of silica. Select methods for cleaning surfaces and floors that minimize the likelihood of silica becoming airborne (such as using a HEPA vacuum).
e. If vacuuming is the method selected, specialized vacuums with HEPA filtration are required. Use of household vacuums with HEPA filters are not allowed at any time for the collection of dust or ldebris that contains silica.
f. Never use compressed air to remove silica from any surface unless it is used in conjunction with a ventilation system designed to capture the airborne dust created while using the compressed air.
g. Employees shall not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in any areas where exposure to silica is above the PEL (in other words, regulated areas).
h. Do not allow employees to leave the workplace wearing any protective clothing or equipment that is required to be worn during their work shift without HEPA vacuum removal of dust.
i. Provide hand washing facilities for use by employees working in regulated areas. Furthermore, require employees to wash their hands and face at the end of the work shift and prior to eating or entering eating facilities, drinking, smoking, or applying cosmetics.

TABLE: 1 SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CYRSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		< 4 hours/shift	> 4 hours/shift
(xi) Handheld grinders for mortar removal (i.e. tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter cleaning mechanism.	APF 10	APF 25
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide a 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. - When used outdoors - When used indoors or in an enclosed area.	None None None	None None APF 10

TABLE: 1 SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CYRSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		< 4 hours/shift	> 4 hours/shift
(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None None	None None

LANDMARK
We Build Confidence.

FORM A

SAFETY RULES AND REGULATIONS

Landmark Builders is dedicated to the safety of all workers on our jobsites. We believe that compliance with these rules and regulations is the basis for achieving an injury and illness free workplace.

All safety rules and regulations will be kept in the project site office for review by Landmark Builders' employees and subcontractors. Questions should be directed to the Project Superintendent or Safety Manager. All workers must attend Landmark Builders' safety orientation covering these rules, OSHA regulations and the Landmark Builders Safety Program.

After a verbal warning, violation of these topics, OSHA regulations or the Landmark Safety Policy can result in the following:

1st offense: Up to 3 days dismissal without pay at the discretion of management.
2nd offense: Up to 5 days dismissal without pay at the discretion of management.
3rd offense: 5 days dismissal without pay or termination at the discretion of management.

Subcontractor Employees Only

Landmark Builders retains the authority to remove any or all subcontract employees from project sites for safety violations or challenges to the Landmark Safety Policy. This can include being banned from working on all current and future Landmark projects.

A. General Rules

1. No one under the age of eighteen (18) shall be permitted on a jobsite unless accompanied by a job superintendent 100% of the time. UNDER NO CIRCUMSTANCES SHALL A PERSON UNDER AGE 18 BE EMPLOYED ON A JOBSITE WITHOUT PRIOR WRITTEN APPROVAL FROM LANDMARK BUILDERS' MANAGEMENT.
2. All workers must be protected from falls of six feet or more. 100% fall protection must be utilized except ladders if used properly.
3. All trenches and excavations must be inspected daily by a competent person. Landmark Builders' daily trench inspection checklist (See Form J) must be completed and turned in before workers are allowed to enter any trench in excess of 4 feet.

4. All scaffolds must be inspected daily by a competent person. (See Form K) Landmark Builders' scaffold inspection process must be followed including tagging of scaffolds and completion of checklists. This excludes narrow rolling Bakers scaffold.
5. All access ladders must extend at least 36 inches above the landing and be tied off to prevent slipping. If a ladder must be accessed without a tie off, then someone must hold the ladder at its base.
6. All step ladders must be used according to the manufacturer's recommendations. Step ladders may not be folded and leaned for use. The top two rungs may not be used as steps. Users shall always face the ladder while ascending or descending it. Never straddle or sit on ladders.
7. Ladders with damaged rungs or side rails must be taken out of service. Manufacturer's supplied labels must be clearly visible on all ladders.
8. Workers who are required to operate fork trucks or aerial work platforms must be trained and able to show proof of such training before usage.
9. Workers using grinders, masonry saws, gas powered saws, chop saws or chipping/jack hammers must wear safety glasses and face shields.
10. Face shields and welding shields must be the type that are used in conjunction with a hard hat.
11. Workers exposed to harmful dust or fumes must wear proper respiratory protection.
12. Workers exposed to excessive noise levels must wear hearing protection.
13. If determined and required by the Project Superintendent, workers must wear safety glasses at all times when in the construction area.
14. Workers must wear hard hats and proper work attire when in the construction area. Sleeved shirts are required. Long pants are required. Work shoes are required (no tennis shoes are allowed).
15. Accessing the structure from aerial work platforms is not permitted.
16. Workers must tie off at all times when using or moving articulating boom lift platforms.
17. Tieing off to perimeter cables or wooden guardrails is not permitted.
18. Lanyards may not be looped around objects and back to themselves unless they are specifically designed to do so. Beam clamps, safety straps or other approved fall protection device must be used.
19. All extension cords must be 12 gauge or larger with grounds and cords with damaged sheaths or missing prongs must be taken out of service immediately.
20. GFCI outlets or GFCI connectors must be used for power needs.
21. All torches must be kept in proper working order and must be equipped with flash back preventors.
22. All fuels, oxygen, acetylene, etc. must be stored upright and secure in areas where fumes can not accumulate and 20' apart.
23. Rigging inspections must be completed before any lift is made with cranes, forklifts, backhoes, trackhoes, etc. Defective rigging must be immediately tagged and removed from service.
24. Tag lines must be used on all lifts except concrete buckets.
25. All equipment powered by flammable or combustible materials must have a fire extinguisher located within 20 feet of the equipment.

26. All rebar or conduits on which a worker could become impaled must be protected with impalement prevention rebar caps. This includes all rebar 5 feet or less in height and all rebar below any walking/working surface. Horizontal rebar which could scratch skin or catch clothing must be capped.
27. All jobsite signs and posters providing information or warnings must be observed.
28. No horseplay or scuffling will be permitted.
29. Defective hand or power tools must be removed from the jobsite.
30. Powder actuated tools must be used properly and employees using these tools must be trained and show proof of such training. All used loads must be placed in a bucket or cup of water and not placed on walking/working surfaces.
31. Workers who are required to direct traffic must be equipped with a high visibility vest and directional sign that indicates "Stop" on one side and "Slow" on the other side.
32. No one will be allowed on the jobsite while under the influence of intoxicants or drugs. ANYONE VIOLATING THIS MAY BE IMMEDIATELY DISCHARGED. Do not allow the person under the influence to leave the jobsite on his own. Call a taxi or use other means. Contact the Safety Manager immediately.
33. Work areas must be cleaned at the end of each work day.

Name of Company: _____

Employee Signature:_____ Date:_____

Employed By:_____

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FORM B

EMERGENCY INFORMATION

AMBULANCE PHONE #: **911**

FIRE DEPARTMENT PHONE #: **911**

POLICE DEPARTMENT PHONE #: **911**

PROJECT NAME: _____

ADDRESS: _____

_____

This Notice is to be Conspicuously Posted
at Telephone Locations and Project Bulletin Board

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FORM C

MEDICAL INTRODUCTION SLIP

To: (Dr.)	Or: (Hospital)
Address: , NC	
The Bearer:_____ claims that he or she was injured while in our employ on _____	

Please render such medical service subject to the provisions of the Worker's Compensation Law as may be necessary to properly care for the injury. Attach this slip to and mail your first report directly to:

Safety Manager:	Date:

NOTE TO PHYSICIAN: Landmark Builders requires you to conduct post-accident drug and alcohol tests when treating this patient. Please call the results of this test to the Landmark Builders' Safety Manager at the telephone number noted below.

Landmark Builders

☐ 3520 Triad Court
Winston-Salem, NC 27107
336-784-2000 (phone) or 336-784-2014 (fax)

☐ 9115 Harris Boulevard, Suite 230
Charlotte, NC 28269
704-755-5525 (phone)

☐ 1404 Gervais Street, Suite 100
Columbia, SC 29201
803-661-9920 (phone) or 803-661-9938 (fax)

☐ 1361 21st Avenue, North, Unit 108
Myrtle Beach, SC 29577
843-353-2325 (phone) or 843-945-1315 (fax)

ID #5
Job No.:

Job:

Job

Supt:

LANDMARK We Build Confidence.

Version: (15) 06.19.17.1

P.M.:

FORM D: INCIDENT REPORT #2

INCIDENT OVERVIEW

Date & Time

Location

, ,

General Description

Supervisior @ Incident: _

Photos to accompany documentation:

EMPLOYEE INJURY REPORT

ID # 44

There are 1 of these reports in this Incident

Employee Name

Sex

Time of Injury

Paid for all day?

Date & Time Supv. 1st Knew of Injury:

Employee Occupation

Time Empl. Started Work

Supervisor:

Describe fully how injury occurred and what employee was doing when injured:

List all injuries and specify body part involved (e.g. right hand or left hand):

Was off-site Medical Treatment Provided? Yes

ER Visit?

Form C Given? Yes

Fatal?

Time of Death

Name of Facility

Location

, NC

NEAR MISS

ID # 45

There are 1 of these reports in this Incident

Employee's Names:

Subcontractor's Names:

Describe Incident and Corrective Action Taken:

Explain how others could benefit by learning from this experience:

FORM D: INCIDENT REPORT #2

OTHER PERSONAL INJURY REPORT

ID # 46 There are 1 of these reports in this Incident

Name: Home Address: Pers. Phone:

,

Employer: (Opt.) Employer Address: Employer Phone:

,

Occupation: (Opt:) Age: Sex: Was Injury Fatal?:

Describe Extent of Injuries:

Describe Activity When Injured: (Opt.)

Was off-site Medical Treatment Provided? (Opt.) Treatment Facility Name: Address:

,

PROPERTY DAMAGE REPORT

ID # 47 There are 1 of these reports in this Incident

Property Description, if not covered above:

Is Property a Vehicle? Year: Make: Model: Body Type: V.I.N.: Lic. Plate #: State:

Is the Driver the Owner? Is this Property Insured? Insurance Co. or Agency Name: Insurance Policy No:

Driver's Name: Home Address: Pers. Phone: Bus. Phone:

,

Owner's Name: Home Address: Pers. Phone: Bus. Phone:

,

Describe Damage:

FORM D: INCIDENT REPORT #2

LANDMARK VEHICLE ACCIDENT REPORT

ID # 48 There are 1 of these reports in this Incident

Accident Description, if not covered above:

Authority Contacted: Report Number: Violations/Citations?

LMB Vehicle #: Year: Make: Model: Body Type: V.I.N.: Lic. Plate #: State:

Driver's Name: Home Address: (N.R. for employee) Pers. Phone:

Driver's relationship to LMB: Date of Birth Driver's License #: St: Vehicle Used w/ Permission? Bus. Phone:

Vehicle Damage Description:

WITNESS REPORT

ID #49 There are 1 of these reports in this Incident

Name: Home Address:

Pers. Phone: Employer Ph: Was Witness in LMB Vehicle? Was Witness in Other Vehicle?

Comments:

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FORM E

JOBSITE FIRST AID LOG

Project: _____

Date	Employee Name	Nature of Injury	Supervisor Notified

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FORM F

WEEKLY SAFETY CHECKLIST

Contractor:_____
Project:_____
For the Week of:_____

	Y	N	N/A	Comments
1. Required Employer Signage Property Displayed				
2. Project Maintained in Clean and Organized Condition				
3. Fire Prevention/Fire Protection- Inspected and Available				
4. Electrical				
Extension cords without bare wires or missing ground prongs?				
Ground fault circuit interrupters inspected?				
Temporary lighting installed and guarded?				
5. Tools Inspected for Guards				
Operators of powder actuated tools are licensed?				
6. Fall Protection				
Safety rails and cables installed where required?				
All employees properly protected from fall hazards?				
7. Ladders				
Inspected and properly used?				
8. Scaffolding				
All scaffolding inspected daily?				
Erected on sound rigid footing?				
Tied to structure as required?				
Guardrails, intermediate rails, toeboards and screens in place?				
Planking is sound and sturdy?				
Proper access provided?				
Employees below protected from falling objects?				
9. Floor and Wall Openings Properly Protected				
10. Trenches, Excavation and Shoring				
Competent person on hand?				
Excavations are shored or sloped back?				
Materials are stored at least two feet from trench?				
Equipment is a safe distance from edge of trench or excavation?				
Ladders provided every 25 feet in trench?				

	Y	N	N/A	Comments
11. Material Handling				
Materials are properly stored or stacked?				
Employees are using proper lifting methods?				
12. Welding and Burning				
Gas cylinders stored upright and secured?				
Proper separation distance of 20' between fuels and oxygen?				
Fire extinguishers are within 20'?				
13. Crane				
Outriggers are extended and swing radius barricade in place?				
Crane operators logs are up-to-date?				
Chains and slings inspected and tagged as required?				
15. Personal Protective Equipment				
Hard hats required and worn?				
Safety glasses required and worn?				
Respiratory protection is used when required?				
Hearing protection being worn when required?				
16. Unsafe Acts or Practices Observed (List):				

Comments:

_____
_____
_____
_____
_____

Signature **Date**

_____ _____

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FORM G

NOTICE OF SAFETY VIOLATION

EMPLOYER: _____

PROJECT: _____

EMPLOYEE: _____

SUPERVISOR: _____

DESCRIPTION OF VIOLATION:

_____
_____
_____
_____
_____
_____
_____
_____

DISCIPLINARY ACTION TAKEN:

_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Employee Signature Date

_____ _____
Print Name of Employee Superintendent/Safety Manager

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FORM H

DAILY FORKLIFT SAFETY INSPECTION CHECKLIST

Inspection by:_____ **Date:**_____
(Licensed Forklift Operator)

Company Name:_____

Project Name:_____

Forklift Make & Model:_____

Inspection Criteria

		M	T	W	T	F	S	S	Comments
1.	Forks free of damage								
2.	Forks of appropriate capacity and match								
3.	Engine oil								
4.	Hydraulic fluid								
5.	Fuel, engine coolant and brake fluid								
6.	Hydraulic leaks								
7.	Condition of hydraulic hoses								
8.	Tire pressure								
9.	Tire condition								
10.	Tire ballast								
11.	Lugs tight								
12.	Seat belt								
13.	Back-up alarm								
14.	Horn								
15.	Lights and signals								
16.	Load chart visible to operator								
17.	Fire extinguisher								
18.	Mirrors								
19.	Roll over protection structure								
20.	Frame level indicator								
21.	Boom angle indicator								
22.	Operator's Manual available								
23.	Evidence of structural damage								
24.	Floorboard free of debris								
25.	Gauges working properly								
26.	Service brake								
27.	Parking brake								
28.	Steering (all modes)								
29.	Transmission								
30.	Hydraulic controls (function test & cycle):								
	Boom/Mast- Up & Down								
	Boom - Extend & Retract								
	Fork Tilt - Forward & Backward								
	Frame Level - Left & Right								
	Carriage Tilt - Left & Right								
	Traverse - Forward & Backward								
	Fork Side Shift - Left & Right								
	Outriggers - Up & Down								

Signatures

Inspector's Signature:_____ **Date:**_____

Superintendent's Signature:_____ **Date:**_____

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FORM I

DAILY PERSONNEL HOIST SAFETY INSPECTION CHECKLIST

Inspection by: _____ **Date:** _____
(Trained Hoist Operator)

Company Name: _____

Project Name: _____

Hoist Make & Model: _____

Inspection Criteria

		M	T	W	T	F	S	S	Comments
1.	Ground enclosure								
2.	Ground enclosure gate latch								
3.	Electrical travel cable								
4.	Electrical travel cable guidance system								
5.	Cage hoistway and counterweight way								
6.	Gate limit switches								
7.	Landing gates and doors on building								
8.	Lower directional limit switch								
9.	Tower,tower guying & tower tie-in bracing								
10.	Top directional limit switch								
11.	Brake								
12.	Slack cable compensation (counterweight)								
13.	Is cable in good shape?								
14.	Is platform in good shape?								
15.	Are warning signs being used?								
16.	Is rated load capacity posted on hoist?								

Signatures

Inspector's Signature: _____ **Date:** _____

Superintendent's Signature: _____ **Date:** _____

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FORM J

DAILY TRENCH/EXCAVATION SAFETY INSPECTION CHECKLIST

Inspection by:_____ **Date:**_____
(Trench Competent Person)

Company Name:_____

Project:_____

Trench/Excavation Location:_____

Length:_____

Width:_____

Depth:_____

Soil Type:_____

(Type C if not determined by Soils Engineer)

Inspection Criteria

		M	T	W	T	F	S	S	Comments
1.	Trench/excavation free of fissures on sides and top?	☐	☐	☐	☐	☐	☐	☐	
2.	Trench/excavation free of water seepage?	☐	☐	☐	☐	☐	☐	☐	
3.	Trench/excavation free of vibration sources that may affect trench stability?	☐	☐	☐	☐	☐	☐	☐	
4.	Trench/excavation properly sloped?	☐	☐	☐	☐	☐	☐	☐	
5.	If used, hydraulic shoring properly installed?	☐	☐	☐	☐	☐	☐	☐	
6.	If used, trench boxes properly installed?	☐	☐	☐	☐	☐	☐	☐	
7.	Are ladders located so employees are within 25' of a ladder at any time?	☐	☐	☐	☐	☐	☐	☐	
8.	Do ladders extend 3' out of trench/ excavation?	☐	☐	☐	☐	☐	☐	☐	
9.	Is trench/excavation properly barricaded?	☐	☐	☐	☐	☐	☐	☐	
10.	Is warning system for mobile equipment installed?	☐	☐	☐	☐	☐	☐	☐	
11.	Is the potential for a hazardous atmosphere present?	☐	☐	☐	☐	☐	☐	☐	
12.	If so, has air quality been tested?	☐	☐	☐	☐	☐	☐	☐	
13.	Have utilities been located?	☐	☐	☐	☐	☐	☐	☐	

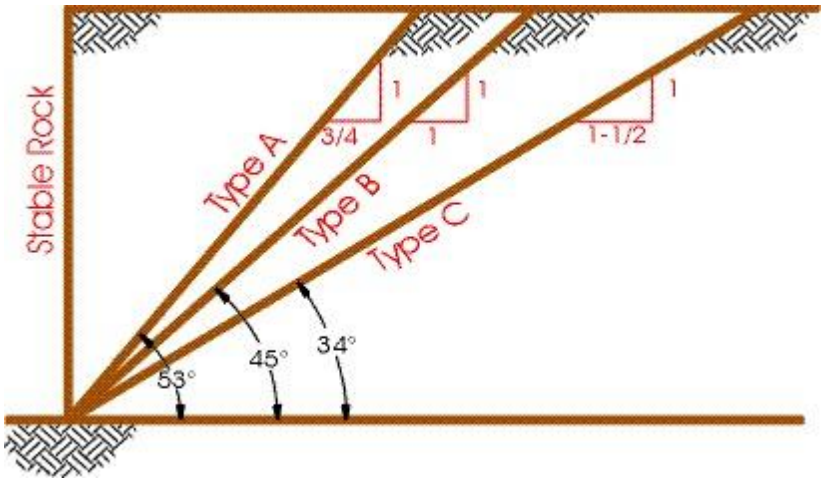
Utility Markings:
White: Proposed excavation
Pink: Survey markings
Red: Electrical
Yellow: Gas, oil, steam
Orange: Communication
Blue: Water
Purple: Irrigation
Green: Sewer lines

Signatures

Inspector's Signature:_____ **Date:**_____

Superintendent's Signature:_____ **Date:**_____

Proper Trench Sloping



*Multiple bench allowed only in cohesive Type B soil

Summary of OSHA Sloping Options

Option		Soil Type		
		Type A	**Type B**	**Type C**
	Simple Slope	Yes	Yes	Yes
	Short-term Slope	No	No	No
	Simple Bench	Yes	Yes	No
	Multiple Bench	Yes	Yes	No
	Slope with Shoring/Shielding	Yes	Yes	Yes

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FORM K

DAILY SCAFFOLD SAFETY INSPECTION CHECKLIST

Inspection by:_____ **Date:**_____
(Scaffold Competent Person)

Company Name:_____

Project Name:_____

Scaffold Location:_____

Inspection Criteria

		M	T	W	T	F	S	S	Comments
1.	Are 2" x 10" mud sills and base plates used?	☐	☐	☐	☐	☐	☐	☐	
2.	If CMU piers are used for footings, are they poured solid?	☐	☐	☐	☐	☐	☐	☐	
3.	Are all components free of damage?	☐	☐	☐	☐	☐	☐	☐	
4.	Are scaffold frames plumb and level?	☐	☐	☐	☐	☐	☐	☐	
5.	Are scaffold frames pinned together to prevent displacement?	☐	☐	☐	☐	☐	☐	☐	
6.	Are cross braces used at all locations?	☐	☐	☐	☐	☐	☐	☐	
7.	Are frames and braces compatible?	☐	☐	☐	☐	☐	☐	☐	
8.	Are all working levels fully planked? (max. 1" gap between planks)	☐	☐	☐	☐	☐	☐	☐	
9.	Are all platforms at least 18" wide?	☐	☐	☐	☐	☐	☐	☐	
10.	Is the work platform not more than 14" from the wall?	☐	☐	☐	☐	☐	☐	☐	
11.	Do all planks overlap their end supports 6" - 12"?	☐	☐	☐	☐	☐	☐	☐	
12.	Are scaffold planks free of damage, splits, etc.?	☐	☐	☐	☐	☐	☐	☐	
13.	Are scaffolds secured to the structure once the scaffold is 4 times as high as it is wide including guardrails?	☐	☐	☐	☐	☐	☐	☐	
14.	Are scaffold ties repeated every 26' vertically after the first set of ties?	☐	☐	☐	☐	☐	☐	☐	
15.	Where scaffold ties are required, are they installed at both ends of the scaffold and at 30' max. intervals between ends?	☐	☐	☐	☐	☐	☐	☐	
16.	Is a safe means of access provided to all scaffold platforms more than 2' high? (Extension ladders, attachable ladders, stairs or integral ladder access frames must be used)	☐	☐	☐	☐	☐	☐	☐	
17.	Does the ladder extend 3" above the platform?	☐	☐	☐	☐	☐	☐	☐	
18.	Are ladders secured to prevent displacement?	☐	☐	☐	☐	☐	☐	☐	
19.	Are ladders installed as scaffold is erected to provide access for erectors?	☐	☐	☐	☐	☐	☐	☐	
20.	Are scaffolds at safe distances from power lines?	☐	☐	☐	☐	☐	☐	☐	
21.	Are tag lines used when hoisting loads onto scaffolds with cranes?	☐	☐	☐	☐	☐	☐	☐	
22.	Are guardrails installed on all platforms over 6' high?	☐	☐	☐	☐	☐	☐	☐	
23.	Is the top rail between 38" - 45" high and capable of supporting 200 lbs.?	☐	☐	☐	☐	☐	☐	☐	
24.	Are midrails capable of supporting 150 lbs.?	☐	☐	☐	☐	☐	☐	☐	
25.	Where cross bracing is used as a midrail, is the crossing point of the brace between 20" - 30" above the work platform?	☐	☐	☐	☐	☐	☐	☐	
26.	Where cross bracing is used as a top rail, is the crossing point of the brace between 38" - 48" above the work platform? (cross bracing cannot serve as both top rail and midrail)	☐	☐	☐	☐	☐	☐	☐	

		M	T	W	T	F	S	S	Comments
27.	Are platforms kept clear of unnecessary material and debris?	☐	☐	☐	☐	☐	☐	☐	_____
28.	Are all material platforms equipped with toeboards?	☐	☐	☐	☐	☐	☐	☐	_____
29.	Are all areas below and around scaffolds barricaded to prevent workers from walking under scaffolds?	☐	☐	☐	☐	☐	☐	☐	_____
30.	Are canopies erected when workers must pass under scaffolds?	☐	☐	☐	☐	☐	☐	☐	_____
31.	Are all scaffolds that are incomplete tagged "Danger Do Not Use?"	☐	☐	☐	☐	☐	☐	☐	_____
32.	Are all damaged components removed from service and tagged "Danger Do Not Use"?	☐	☐	☐	☐	☐	☐	☐	_____

Signatures

Inspector's Signature:_____ Date:_____

Superintendent's Signature:_____ Date:_____

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FORM M

DAILY MOBILE CRANE CHECKLIST

Inspection by: _____ **Week of:** _____
(Operator)

Company Name: _____

Project Name: _____

Crane Make & Model Number: _____

Inspection Criteria

		M	T	W	T	F	S	S	Comments
Operator's Cab (All Cranes)									
1.	Proper load rating chart in operator's cab	☐	☐	☐	☐	☐	☐	☐	_____
2.	Current annual certification available	☐	☐	☐	☐	☐	☐	☐	_____
3.	Hand signals chart posted outside cab	☐	☐	☐	☐	☐	☐	☐	_____
4.	Operator controls properly labeled	☐	☐	☐	☐	☐	☐	☐	_____
5.	Charged fire extinguisher in crane cab	☐	☐	☐	☐	☐	☐	☐	_____
6.	Cab glass clean and free of cracks	☐	☐	☐	☐	☐	☐	☐	_____
7.	Operator's signal horn operating properly	☐	☐	☐	☐	☐	☐	☐	_____
8.	All gauges function properly	☐	☐	☐	☐	☐	☐	☐	_____
9.	All controls operating properly	☐	☐	☐	☐	☐	☐	☐	_____
10.	Limit switches working properly	☐	☐	☐	☐	☐	☐	☐	_____
11.	Electronic/computer equipment working properly	☐	☐	☐	☐	☐	☐	☐	_____
Boom/Hoist/Superstructure (All Cranes)									
12.	Boom angle indicator operating properly	☐	☐	☐	☐	☐	☐	☐	_____
13.	Boom and jib free of structural damage	☐	☐	☐	☐	☐	☐	☐	_____
14.	Boom and swing controls operating properly	☐	☐	☐	☐	☐	☐	☐	_____
15.	Load hook safety latch free of damage	☐	☐	☐	☐	☐	☐	☐	_____
16.	All wire rope free of excess rust/corrosion/wear	☐	☐	☐	☐	☐	☐	☐	_____
17.	All wire rope free of broken wires/kinks/damage	☐	☐	☐	☐	☐	☐	☐	_____
18.	Wire rope lubricated sufficiently	☐	☐	☐	☐	☐	☐	☐	_____
19.	Hoist spooling properly	☐	☐	☐	☐	☐	☐	☐	_____
20.	Hoists operating and holding properly	☐	☐	☐	☐	☐	☐	☐	_____
21.	Sheaves running freely and lubricated	☐	☐	☐	☐	☐	☐	☐	_____
22.	Hydraulic system free of leaks	☐	☐	☐	☐	☐	☐	☐	_____
Carrier (Mobile Cranes Only)									
23.	Sufficient outrigger cribbing	☐	☐	☐	☐	☐	☐	☐	_____
24.	Outriggers operating and holding properly	☐	☐	☐	☐	☐	☐	☐	_____
25.	Outrigger free of structural damage	☐	☐	☐	☐	☐	☐	☐	_____
26.	Superstructure free of structural damage	☐	☐	☐	☐	☐	☐	☐	_____
27.	Superstructure swing radius barricaded	☐	☐	☐	☐	☐	☐	☐	_____
28.	Crane set up level and indicator working	☐	☐	☐	☐	☐	☐	☐	_____
29.	Back-up alarm operating properly	☐	☐	☐	☐	☐	☐	☐	_____
30.	Brakes and parking brake working properly	☐	☐	☐	☐	☐	☐	☐	_____
31.	Hydraulic fluid, engine oil and coolant level	☐	☐	☐	☐	☐	☐	☐	_____
32.	Air pressure, oil pressure and gauges	☐	☐	☐	☐	☐	☐	☐	_____
33.	Mirrors, horn and lights in good condition	☐	☐	☐	☐	☐	☐	☐	_____
34.	Tires, wheels and lugs in good condition	☐	☐	☐	☐	☐	☐	☐	_____

Signatures

Inspector's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

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FORM N

DAILY TOWER CRANE INSPECTION CHECKLIST

Inspection by: _____ **Week of:** _____
(Operator)

Company Name: _____

Project Name: _____ **Project #:** _____

Crane Make & Model Number: _____

Inspection Criteria

		M	T	W	T	F	S	S	Comments
1.	Wire ropes, sheaves, drums & rigging hardware	☐	☐	☐	☐	☐	☐	☐	_____
2.	Hook condition- safety catches in place	☐	☐	☐	☐	☐	☐	☐	_____
3.	Freedom of rotation of all swivels	☐	☐	☐	☐	☐	☐	☐	_____
4.	Visually inspect and check boom	☐	☐	☐	☐	☐	☐	☐	_____
5.	Visually inspect and check tower	☐	☐	☐	☐	☐	☐	☐	
6.	Walking surfaces are clean & free of tools, grease & oil	☐	☐	☐	☐	☐	☐	☐	_____
7.	Moving parts are guarded	☐	☐	☐	☐	☐	☐	☐	_____
8.	Counter-weight is secure	☐	☐	☐	☐	☐	☐	☐	_____
9.	Adequacy of all shoring and bracing	☐	☐	☐	☐	☐	☐	☐	_____
10.	Tower support beams are secure in lateral directions	☐	☐	☐	☐	☐	☐	☐	_____
11.	Bearing floors are not cracking	☐	☐	☐	☐	☐	☐	☐	_____
12.	Climbing unit and ladders are not damaged	☐	☐	☐	☐	☐	☐	☐	_____
13.	Tower jib & base bolts are secured. Torque every 90 days	☐	☐	☐	☐	☐	☐	☐	_____
14.	Slewing rigs, gears & gusset plates in tower ring for cracks	☐	☐	☐	☐	☐	☐	☐	_____
15.	Gear boxes for leakage and tightness of bolts	☐	☐	☐	☐	☐	☐	☐	_____
16.	Electrical cables are free of obstacles and do not twist or bend over sharp edges	☐	☐	☐	☐	☐	☐	☐	_____
17.	Main power switch must be "OFF" before inspecting any electrical components. Repairs must be done by competent electrician.	☐	☐	☐	☐	☐	☐	☐	_____
18.	The over current relays are set correctly	☐	☐	☐	☐	☐	☐	☐	_____
19.	Power and control cables are tightly connected and strain relieved.	☐	☐	☐	☐	☐	☐	☐	_____
20.	Lubricate crane and be sure lubricating oil reservoirs are filled to proper level.	☐	☐	☐	☐	☐	☐	☐	_____
21.	Visually inspect the machine's deck for fluid leaks	☐	☐	☐	☐	☐	☐	☐	_____
22.	Inspect all brakes and clutches for proper adjustments and operation	☐	☐	☐	☐	☐	☐	☐	_____
23.	All brake and friction linings are free from oil	☐	☐	☐	☐	☐	☐	☐	_____
24.	Backlash between all rearing is within tolerance	☐	☐	☐	☐	☐	☐	☐	_____
25.	Bolts on all motors, etc. are tight	☐	☐	☐	☐	☐	☐	☐	_____
26.	Inspect main ring gear and pinion gear for damage and lubrication	☐	☐	☐	☐	☐	☐	☐	_____
27.	All rope sheaves run easily and smoothly	☐	☐	☐	☐	☐	☐	☐	_____
28.	Trolley rope is well tensioned to prevent undue wear of sheaves	☐	☐	☐	☐	☐	☐	☐	_____
29.	No unusual vibrations are present during normal operation	☐	☐	☐	☐	☐	☐	☐	_____
30.	All limit switches are properly set and functioning	☐	☐	☐	☐	☐	☐	☐	_____
31.	Properly functioning fire extinguisher is readily available in cab	☐	☐	☐	☐	☐	☐	☐	_____

Signatures

Inspector's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

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FORM O

RIGGING INSPECTION LOG

Company:_____Week Of_____

Site:_____

Check One: Chain Sling Insp. ____ Wire Rope Insp. ____ Synthetic Insp. ____

ID# - color & Location	Mon	Tue	Wed	Thur	Fri	Sat	Sun
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____
	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____	A-H Good__ ___Bad ____

- Rigging checked as bad must be immediately removed from service.
- Place an “R” to the right of “Bad” to indicate that the rigging was removed from service.

Chain Sling
A - Inner Link Wear
B - Bent Links
C - Stretched Chain
D - Gouges
E - Heat Damage
F –-Cuts or Nicks
G - Condition of End Fittings
H - Hook Conditions

Wire Rope
A - Kinks
B - Crushed
C - Birdcaging
D - Broken Wires
E - Heat Damage
F - End Attachment Fittings
G - End Attachment Wires
H - Hook Condition

Synthetic
A - Melting or Burns
B - Snags
C - Punctures
D - Tears
E - Cuts
F - Broken Stitches
G - Distorted Fittings
H - Worn Fittings

Inspected by:_____

Inspector's Signature:_____

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FORM Q

WEEKLY TEMPORARY POWER AND TEMPORARY LIGHTING SAFETY INSPECTION CHECKLIST

Project:_____

Address:_____

Contractor:_____

Inspector:_____Date of Inspection:_____

This Inspection Checklist is to assist in keeping equipment in safe operating condition. The procedures listed do not claim to be all inclusive or to change or supersede any requirements of the manufacturer, federal, state, local regulations, codes or ordinances.

	YES	NO	ACTION COMMENTS
All GFCIs have been tested and are functioning correctly.			
All temporary wiring is properly secured out of reach and off of walking-working surfaces.			
All temporary wiring is properly protected with no current-carrying conductors exposed.			
All work areas are adequately illuminated.			
Protective covers are in place over all temporary lighting.			
All temporary power panels are kept clear of wet areas.			
Temporary power panels have all protective covers in place.			
All breakers and fuses are properly labeled.			
Lockout / Tagout equipment is available and procedures are followed.			
Other:			

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FORM R

CONFINED SPACE ENTRY PERMIT

Entry Date:_____ Start Time:_____ Completion Time:_____

Description of Work to be Performed:_____

Jobsite:_____ Location of Confined Space:_____

Entry Checklist:

Potential Hazards Identified?	___Yes	___No
Communications Established with Safety Manager?	___Yes	___No
Emergency Procedures Reviewed?	___Yes	___No
Entrants and Attendants Trained?	___Yes	___No
Isolation of Energy Completed?	___Yes	___No
Area Secured?	___Yes	___No
Emergency Escape Retrieval Equipment Needed?	___Yes	___No
Personal Protective Equipment Used?	___Yes	___No

Confined Space Equipment and PPE Used During Entry:

___Tripod with Mechanical Winch	___Air Purifying Respirator	___Gloves
___Rescue Tripod with Lifeline	___Self Contained Breathing Apparatus	___Hard Hat
___Chemical Resistant Clothing	___Two-Way Communications	___Harness
___General/Local Exhaust Ventilation	___Safety Glasses/Goggles/Face Shield	___Hearing Protection
___Other PPE or Equipment Used		

Air Monitoring Results Prior to Entry:

Monitor Type:_____ Serial Number:_____

Oxygen_____% LEL_____% CO_____% H2S_____%

Calibration Performed? ___Yes ___No Initials_____

Alarm Conditions? ___Yes ___No

Monitoring Performed by (sign)_____ Date:_____Time:_____

Continuous Air Monitoring Results:

Time_____ Oxygen_____% LEL_____% CO_____% H2S_____%

Time_____ Oxygen_____% LEL_____% CO_____% H2S_____%

Time_____ Oxygen_____% LEL_____% CO_____% H2S_____%

Time_____ Oxygen_____% LEL_____% CO_____% H2S_____%

Authorization

We have reviewed the work authorized by this permit and the information contained herein. Written instructions and safety procedures have been received and are understood. This permit is not valid unless all appropriate items are completed. This permit is to be kept at the jobsite. Return a copy to supervisor

Entrant(s) Name(s)_____ Signature:_____ Date:_____

Attendant's Name(s)_____ Signature:_____ Date:_____

Supervisor's Name(s)_____ Signature:_____ Date:_____

FORM S

Safety Audit
Safety Checklist

Conducted on
Date

Prepared by
Safety Manager

Completed on
Date

Report created with iAuditor

Audit

Question	Response
Project Site Safety Audit	
Project:	
Date:	
Safety Checklist	
1. Employment, OSHA, Hazmat poster onsite	OK Infraction N/A Responsible: LMB SUB
2. SDS/Right-to-Know Information available	OK Infraction N/A Responsible: LMB SUB
3. Proper jobsite signs- Exit, Danger, PPE, etc.	OK Infraction N/A Responsible: LMB SUB
4. Subcontractor Form A signed and filed on-site	OK Infraction N/A Responsible: LMB SUB
5. Properly stocked first aid supplies	OK Infraction N/A Responsible: LMB SUB
6. General housekeeping site/temporary storage	OK Infraction N/A Responsible: LMB SUB
7. Fire extinguishers inspected and available	OK Infraction N/A Responsible: LMB SUB
8. Adequate lighting provided	OK Infraction N/A Responsible: LMB SUB
9. Floor/roof opening guardrails, holes covered/ marked	OK Infraction N/A Responsible: LMB SUB
10. Proper pants, shirts, boots	OK Infraction N/A Responsible: LMB SUB
11. Scaffolds properly erected/guardrails/walkboards	OK Infraction N/A Responsible: LMB SUB
12. Gas cylinders uprights, properly secured, capped	OK Infraction N/A Responsible: LMB SUB
13. Temporary power, GFCI tested	OK Infraction N/A Responsible: LMB SUB
14. Proper gauge extension cords with grounds	OK Infraction N/A Responsible: LMB SUB
15. Power tools have proper guards	OK Infraction N/A Responsible: LMB SUB

Question	Response
16. Eye protection in use - cutting, sawing, grinding	OK Infraction N/A Responsible: LMB SUB
17. Protruding rebar capped	OK Infraction N/A Responsible: LMB SUB
18. Head protection being worn where required	OK Infraction N/A Responsible: LMB SUB
19. Ladders tied off, step ladders appropriate length	OK Infraction N/A Responsible: LMB SUB
20. Backup alarms on moving equipment	OK Infraction N/A Responsible: LMB SUB
21. Clear walkways, ramps, stairs, landings	OK Infraction N/A Responsible: LMB SUB
22. Excavations/trenches properly shored/ sloped	OK Infraction N/A Responsible: LMB SUB
23. Projecting nails bent or removed	OK Infraction N/A Responsible: LMB SUB
24. Power actuated tools in use by qualified personnel	OK Infraction N/A Responsible: LMB SUB
25. Proper fall protection in use where required	OK Infraction N/A Responsible: LMB SUB
26. Temporary lighting properly installed/guarded	OK Infraction N/A Responsible: LMB SUB
27. Fuels stored in approved containers	OK Infraction N/A Responsible: LMB SUB
28. Welding and cutting - fire, PPE, flashback, hoses	OK Infraction N/A Responsible: LMB SUB
29. Cranes - Inspection, Operator certifications	OK Infraction N/A Responsible: LMB SUB
30. Respirators in use where required	OK Infraction N/A Responsible: LMB SUB
Comments:	
Signature:	

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FORM T

RESPIRATORY PROTECTION PROGRAM

Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to you. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If we do not require the use of a respirator and you choose to use your own, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

If using a voluntary respirator, you should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH (National Institute for Occupational Safety and Health) certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I have read the instructional statement above, understand the content and have had the opportunity to have my questions answered.

Employee Signature: _____ Date:_____

Rev. 11/12/08

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FORM U

RESPIRATORY PROTECTION PROGRAM - EMPLOYEE FIT TEST RECORD

Employee Name:_____

Conducted By:_____ Date:_____

Respirator: Make:_____
Model:_____
Style:_____
Size:_____

Type of Test: Qualitative (QLFT)
Irritant Smoke

☐Passed

☐Failed

Comments:

_____

_____

_____

_____

_____

I agree with this assessment_____ _____
Employee Signature Date

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Subcontractor Designated Competent Person

Project Name: _____

Company Name: _____ Scope of Work: _____

Company's Safety Representative (If Differs from Competent Person): _____

Phone Number: _____

OSHA 1926.32 Definition of Competent Person

Competent Person means one who is capable of identifying existing and predictable hazards in the surroundings or work conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Competent Person is responsible for jobsite safety, making regular inspections and correcting unsafe conditions or work procedures, and employee indoctrination.

Although the definition of "competent person" in 1926.**0 has not been changed from the proposal and is the same as that in the existing 1926.32, it is important to note that what constitutes a "competent person" depends on the context in which the term is used.

Competent Person: Areas of Competency

This section highlights OSHA standards, preambles to final rules, directives, and letters of interpretation related to **construction competent person/s.**

Check the item if it applies:

- ☐ **1926 Subpart C, General safety and health provisions**
- ☐ **1926 Subpart D, Occupational health and enviro controls**
- ☐ **1926 Subpart E, Personal protective equipment**
- ☐ **1926 Subpart H, Materials handling/storage/use, and disposal**
- ☐ **1926.251, Subpart H, Rigging**
- ☐ **1926 Subpart J, Welding and cutting 1926.354,**
- ☐ **1926 Subpart K, Electrical**
- ☐ **1926 Subpart L, Scaffolding**

  OSHA 1926.450-- In order to be a "competent person" for the purposes of this standard, one must have had specific training in, and be knowledgeable about scaffolding construction, fall protection systems, the use of protective systems, and the requirements of this standard. Specific Subpart Competent Person responsibilities include making daily scaffold inspections.
- ☐ **1926 Subpart M, Fall Protection**
- ☐ **1926 Subpart P, Excavation and Trenching**

  OSHA 1926.650 -- In order to be a "competent person" for the purposes of this standard, one must have had specific training in, and be knowledgeable about, soils analysis, the use of protective systems, and the requirement of this standard. Competent Person responsibilities include jobsite safety, making daily trench/excavation inspections and correcting unsafe conditions or work procedures, and employee indoctrination.
- ☐ **1926 Subpart Q, Concrete and Masonry construction**
- ☐ **1926 Subpart R, Steel Erection**
- ☐ **1926 Subpart S, Underground construction, caissons**
- ☐ **1926 Subpart Z, 1153-Respirable crystalline silica.**

Competent Person – Current Credentials

Check all items as it applies:

- ☐ OSHA Construction Certification (Level: _____)
- ☐ Construction Safety Supervisor Experience for the area noted above (years): _____
- ☐ Other: _____

Subcontractors Competent Person Signature: _____ Date: _____

Print: _____ Phone: _____

Keep this document on your safety board

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FORM W

SUBCONTRACTOR SAFETY COMPETENT PERSON (TRENCH/EXCAVATION)

Project Name:_____

Subcontractor Name:_____

Address:_____

_____

OSHA 1926.32 definition of Competent Person:

Competent Person means one who is capable of identifying existing and predictable hazards in the surroundings or work conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

OSHA 1926.650 Subpart P - Excavations

Although the definition of "competent person" in 1926.650 has not been changed from the proposal and is the same as that in the existing 1926.32, it is important to note that what constitutes a "competent person" depends on the context in which the term is used. In order to be a "competent person" for the purposes of this standard, one must have had specific training in, and be knowledgeable about, soils analysis, the use of protective systems, and the requirement of this standard.

The name of the Competent Person responsible for jobsite safety, making daily trench/excavation inspections and correcting unsafe conditions or work procedures, and employee indoctrination is:

_____ _____

Signature Date

_____

Print Name

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FORM W

SUBCONTRACTOR SAFETY COMPETENT PERSON (TRENCH/EXCAVATION)

Project Name:_____

Subcontractor Name:_____

Address:_____

_____

OSHA 1926.32 definition of Competent Person:

Competent Person means one who is capable of identifying existing and predictable hazards in the surroundings or work conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

OSHA 1926.650 Subpart P - Excavations

Although the definition of "competent person" in 1926.650 has not been changed from the proposal and is the same as that in the existing 1926.32, it is important to note that what constitutes a "competent person" depends on the context in which the term is used. In order to be a "competent person" for the purposes of this standard, one must have had specific training in, and be knowledgeable about, soils analysis, the use of protective systems, and the requirement of this standard.

The name of the Competent Person responsible for jobsite safety, making daily trench/excavation inspections and correcting unsafe conditions or work procedures, and employee indoctrination is:

_____ _____

Signature Date

_____

Print Name

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FORM X

SUBCONTRACTOR SAFETY COMPETENT PERSON (SCAFFOLD)

Project Name:_____

Subcontractor Name:_____

Address:_____

_____

OSHA 1926.32 definition of Competent Person:

Competent Person means one who is capable of identifying existing and predictable hazards in the surroundings or work conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

OSHA 1926.450 Subpart L - Scaffolds

Although the definition of "competent person" in 1926.450 has not been changed from the proposal and is the same as that in the existing 1926.32, it is important to note that what constitutes a "competent person" depends on the context in which the term is used. In order to be a "competent person" for the purposes of this standard, one must have had specific training in, and be knowledgeable about scaffolding construction, fall protection systems, the use of protective systems, and the requirements of this standard.

The name of the Competent Person responsible for jobsite safety, making daily scaffold inspections, and correcting unsafe conditions or work procedures, and employee indoctrination is:

_____ _____

Signature Date

_____

Print Name

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FORM Y
SUBCONTRACTOR SAFETY AND HISTORICAL RECORD

Landmark Builders Project:_____
Subcontractor:_____
Address:_____
_____
Phone:_____
Fax:_____
Years in Business:_____

Please complete this form by printing or typing the requested information in the spaces provided.

1. List your Experience Modification Rate (EMR) for the last 3 years.

Year:	Year:	Year:
EMR:	EMR:	EMR:

2. Please provide a copy of your OSHA 300 log for the past 3 years.
(Please conceal the names of all employees as this information is protected)

3. Total employee hours worked last year:_____

4. Do you have a written:

a) Safety Program ☐ Yes ☐ No (If yes, attach a copy)

b) Employee Safety Book ☐ Yes ☐ No (If yes, attach a copy)

5. Do you have an orientation program for newly hired employees? ☐ Yes ☐ No
If yes, please indicate which of the following areas it addresses by placing an "X" in the appropriate blank below.

Yes	No		Yes	No	
____	____	Head Protection	____	____	Fire Protection
____	____	Eye Protection	____	____	First Aid Facilities
____	____	Hearing Protection	____	____	Emergency Procedures
____	____	Respiratory Protection	____	____	Toxic Substances
____	____	Fall Protection	____	____	Trenching and Excavation
____	____	Foot Protection	____	____	Signs, Barricades, Flagging
____	____	Perimeter Guarding	____	____	Electrical Safety
____	____	Housekeeping	____	____	Crane and Rigging Safety
____	____	Pinch Point Protection	____	____	Scaffolding
____	____	Ladders and Platforms	____	____	Confined Space

6. Do you have a training program for newly hired or promoted foremen? ☐ Yes ☐ No
   If yes, does the instruction include the following?

Yes	No		Yes	No	
____	____	Safe Work Practices	____	____	Safety Supervision
____	____	Toolbox Meetings	____	____	Emergency Response
____	____	First Aid Procedures	____	____	Accident Investigation
____	____	Fire Protection and Prevention	____	____	New Worker Orientation

7. How often do your foremen hold site toolbox safety meetings?
   _____Weekly _____Monthly _____Other (please list)

8. How often do you hold safety meetings for field supervisors?
   _____Weekly _____Monthly _____Other (please list)

9. Do you conduct project safety inspections? ☐ Yes ☐ No

   If yes, who conducts the inspection: Name:_____

   Title:_____
   How Often:_____

10. Are the General Contractors copied on these inspections? ☐ Yes ☐ No
    If no, explain why:

    _____
    _____
    _____
    _____
    _____

11. Subcontractor Safety Contact Information:

    Company Safety Contact Person:_____

    Title:_____

    How to quickly contact this person:

    (work)_____ (home)_____

    (pager)_____ (mobile)_____