

## E 380 - SAFETY GUIDELINES

### Policy:

Our employees are our most valuable asset and our safety program is designed to provide you a safe environment in which to work. It is the Manager/Supervisor responsibility to insure that the Company and the Employees comply with the Federal and State Occupational Safety and Health Regulations as well as requirements of our insurance carrier. A full copy of our Safety Directory is located in the main office.

### Procedures:

#### Mandatory, safety requirements:

- Safety glasses shall be worn at all times when working.
- Dyneema or equal cut-resistant protective hand gloves shall be worn at all times when using any tool to perform your job.
- Hard hats must be worn at all times on company construction sites ***no exceptions.***
- Adequate footwear means 6" high steel-toed puncture resistant work boots must be worn at all times on company construction sites.
- All electrical cords must have ground prongs, not be frayed, and ends should not separate from the plugs.
- Ladders, with manufacturer's labels attached, are to be in good repair; no cracks in rungs or side rails and used in the manner for which the ladder was manufactured. Only company issues ladders shall be used.
- Acetylene and propane bottles are to be secured in upright position in the bed of truck.
- Fire extinguishers:
  - 2.5# fire extinguisher shall be carried in each company vehicle
  - 5# 2-ABC fire extinguisher shall be carried into each building daily and placed in proximity on each floor where the work is being performed. Should there be work on both the first and second floor, there should be two fire extinguishers in that building.
- Ditches are to be shored and sloped in accordance with OSHA requirements with an approved means of escape – ladder every twenty-five (25') feet.

- Report any unsafe conditions to your foreman or superintendent immediately.
- Maintain a clean work area at all times to eliminate tripping, fire and other health hazards.
- Report any accidents or injuries occurring on the job **immediately** to the supervisor of that project and to Human Resources at (301) 670-2732. If it is not life threatening, call before the injured person receives medical attention. Even if you believe you do not need medical attention, you must still report the accident/incident to your supervisor and Human Resources.
- It is against company policy for any employee to work while taking or while under the influence of medication, drugs (unless prescribed and advised by a doctor) or alcoholic beverages.

***Failure to adhere to the above listed mandatory safety requirements and those of the Federal and State Occupational Safety and Health Regulations may result in immediate termination.***

## **Federal & State Safety & Health Agencies**

Due to our concern for the safety and wellbeing of our employees as well as increased enforcement of OSHA, AND THE OSH AGENCY'S in the STATES where the company works we have a "1-2-3" system of enforcement of our safety policies. Please be advised that any manager or superintendent may cite an employee for safety violations.

### **The system works as follows:**

- Step 1** On an employee's first violation of any requirement of the company - Zero/Safety Policy, that employee will be issued a written warning which will be signed by the employee and filed in his or her personnel file.
- Step 2** On the second violation, the employee will be sent home for the remainder of the day and one additional day – all without pay. Notice of this action will be signed by the employee and will be filed in his or her personnel file.
- Step 3** A third violation of the will result in further disciplinary action up to and including termination of employment.

### **Site inspection by Federal and State Occupational Safety and Health Regulators:**

In the event of an on-site inspection you shall immediately contact your manager/supervisor and the company Human Resource Department.

In addition to reviewing the overall job site safety, the enforcement officer is typically looking for the following four items of information.

1. Chemical Information List
2. Safety Data Information Sheets
3. Hazards Communication Policy
4. The Company Safety Policy

If you do not have the requested information in printed form your supervisor will be able to forward these documents or simply show it to them right from the iPad.

**To forward any of these documents:**

1. Click on link which opens the document you want to send;
2. In upper left there is a box with arrow pointing up out of the box – this opens a window with options;
3. Click on mail option – this will open an email with the document attached
4. Put in email address and send

**Links to Bryant Group safety data:**

[www.Bryant-group.com/safety](http://www.Bryant-group.com/safety)

**Here is what you will see:**

[BGI SDS Book Index](#) - This is the Chemical Information List

[BGI SDS List with Links to Datasheets](#) - This is the entire SDS Book – same as what is in the binder in the trucks

[BGI Hazard Communication Program](#) - This is BGI safety policy document

[BGI Safety Handbook](#) - This is our internal safety policies and procedures that all employees get at orientation