



Waverly Construction & Management Co., Inc.

**SUBCONTRACTOR
SAFETY
RESPONSIBILITIES**

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This publication is not a comprehensive document of safety requirements but is intended to highlight the most common safety issues affecting the construction industry.

Waverly's superintendents either maintain a printed copy of both our company Safety and Infectious Disease Control and COVID-19 Response Policies on site or can readily access them online. For complete safety requirements, refer to OSHA Standard 1926 for the Construction Industry which can be found at www.osha.gov. All requirements of local jurisdictions having authority apply, as well as terms and conditions of the subcontract which includes project specifications and/or other documents referenced.

In cases where jobsite safety requirements exceed all federal, state, and local regulations, all personnel are required to follow the jobsite safety requirements.

ALL SUBCONTRACTORS

- Abide by all federal, state, and local regulations and Waverly Construction and Management Company Safety Program. In cases where jobsite safety requirements exceed all federal, state, and local regulations, all personnel are required to follow the jobsite safety requirements.
- If the activities of another contractor affect the health or safety of your employees, notify the appropriate supervisor or superintendent of the hazardous condition.
- Before entering the jobsite, inform a supervisor or superintendent of your arrival.
- Immediately inform the controlling contractor of all injuries to workers.
- Any unsafe condition or action observed shall be reported.

AUTHORITY

Waverly Construction's Jobsite Superintendent, or Person of Authority, shall have the power to suspend operational activities if the health and safety of personnel are endangered and to suspend an individual from operational activities for infractions of the Accident Prevention Plan.

FIRST AID and CPR

First aid is defined as one-time treatment, plus a follow-up treatment, for any minor cuts, scratches, or burns.

Only minor first aid will be administered on all projects, except in the case of an emergency or where loss of life is eminent. Only personnel with a valid certification in first aid will administer treatment. Seriously injured personnel will not be transported from the project except by emergency medical teams such as, but not limited to: EMT, ambulance or fire rescue.

Each subcontractor will provide an OSHA approved first aid kit for their own crews on all Waverly Construction projects. These kits are to contain the required items based on the number of personnel on site.

A person trained in basic First Aid and CPR will be on each project.

Phone numbers of local emergency teams will be posted on each project or at the meeting place for the job.

DRINKING WATER AND SANITATION

Subcontractors will provide drinking water in sufficient amounts for the size of their crews. Individual drinking cups will be provided and a container for the disposal of all used cups. All drinking water containers will be conspicuously labeled "Drinking Water Only". Drinking water container lids will be tightly fitted and equipped with a tap. Water shall not be dipped from the containers. The use of common drinking cups is prohibited. All containers will be cleaned on a regular basis. Non-potable water will be clearly marked that it is not intended for drinking or washing purposes.

BATHROOM FACILITIES/PORT-A-POTS

All Subcontractors will participate in maintaining toilet facilities in a clean and sanitary condition/ Bathrooms will remain accessible to all crews on site during working hours. Adequate hand washing facilities will be provided.

RODENT AND VERMIN CONTROL

All Subcontractors will participate in maintaining the project site, as reasonably as possible, to prevent rodents and other vermin from entering the job site.

BREAK AREAS

Subcontractors are instructed not to eat or drink in bathroom facilities or any area where hazardous materials may be stored. Adequate break rooms or break areas will be designated

by Waverly Construction and shall be maintained in a clean and sanitary condition.

HOUSEKEEPING AND MATERIAL STORAGE

Proper housekeeping is the responsibility of all Subcontractors on the job site. Housekeeping is to be planned at the beginning of the project and will include a plan for trash/waste disposal. All projects are to be cleaned continually throughout the day with a final clean-up at the end of each workday. This includes placing all trash and debris and placed in designated dumpsters or trash receptacles. Clean up should not be left for someone else to take care of. Maintaining a clean and orderly work area at all times helps to eliminate tripping and/or fall hazards and improves efficiency.

Lunch trash shall be disposed of properly to prevent unwanted rodents and insects.

Aisle ways, walkways and stairways shall be kept free of debris to allow safe access.

Boards with protruding nails must be continually removed from the floor area and the nails should be bent over or removed from the boards as soon as possible.

Combustible scrap and debris shall be removed at regular intervals during the course of construction. Safe means shall be provided to allow such removal.

Containers used for trash and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be equipped with covers.

Materials shall be separated as to the type, size and/or length and placed in organized piles that are safe from falling. If the piles are high, they shall be stepped back and secured by tying or blocking. Storage shall be arranged to allow safe passage between for employees and equipment. Materials placed in roadways where public access is available shall be well guarded and have warning signs posted.

SIGNS, BARRICADES AND POSTINGS

Emergency phone numbers of the local fire department, emergency medical transport, local hospitals, and police shall be posted on each project. In most areas 911 will be sufficient for this posting. Subcontractors are to provide Waverly Construction's superintendent with the contact information for their companies Safety Officer, or other point of contact, in case of an emergency.

Safety signage shall be posted to warn others of potential hazards. Signage specific to a trade will be provided and posted by that trade Subcontractor.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) shall be used based on the hazards of the job function. If you are not sure of the proper PPE to use ask your supervisor or foreman. When in doubt error on the side of safety. Necessary PPE shall be provided by the subcontractor.

Hard hats shall be worn at all times when there is a danger of overhead hazards and you could be struck by falling or flying objects. All subcontractors shall furnish his or her own hard hats for their employees and shall meet the requirements set by the ANSI standards. Hard hats will be provided for visitors to the job site and kept in clean condition.

Eye and face protection will be worn where there is a danger of particles from chipping, grinding, cutting, etc. Safety glasses will have appropriate side shields and will meet the requirements of ANSI 87.1. If an employee wears prescription glasses they shall be made of safety glass and be equipped with side shields or goggles will be furnished.

Special precautions shall be taken for those working with harmful chemicals, vapors, or gases. Appropriate protective clothing and respiratory equipment shall be used as necessary.

Gloves shall be worn when handling rough materials that could cause cuts or punctures.

Hard-toe work boots shall be worn at all times on the jobsite.

All workers are strongly encouraged not to wear jewelry that could be caught by movable or stationary objects. Rings and bracelets can cause serious harm when caught on something and can cut deeply.

Loose clothing should never be worn. Loose clothing can get caught in belts/pulleys and could pull you into various types of machinery. Loose fitting pants may cause a tripping hazard. Shirts should have at least a 4" sleeve and long pants shall be worn at all times. No shorts.

Hearing protection shall be worn during operations that cause high levels of noise such as, but not limited to, concrete and masonry cutting, miscellaneous metals cutting and any other types of noise where you need to speak above your normal voice to be heard.

POWER TOOLS

Electrical tools used on the job, whether furnished by the Subcontracting company or its employee, shall be maintained in a safe working condition. Electrical power tools shall be double insulated or be properly grounded. Tools shall be inspected prior to use and, in the event, repairs are needed, they shall be repaired prior to use or tagged out of service until the repairs can be made. Anyone using hand and power tools shall be properly trained in the correct operation of the tools provided. Caution will be taken when electrical tools need to be used in damp or wet locations.

All moving parts such as pulleys, belts, chains, etc. shall have guards in place to eliminate pinch points.

All power tools are to be connected using a GFI.

GASOLINE OPERATED TOOLS

Gasoline operated tools and equipment such as saws, generators, mixers etc. shall not be refueled while in operation. Adequate cool down time should be allowed prior to refueling so as not to cause fire. Some gasoline operated tools require oil to be mixed with the fuel so make sure you use the proper fuel for the tool. All tools shall be shut off with a proper turn off switch and

not by removing or grounding the spark plug. Proper maintenance and service shall be performed prior to operation. Check the oil level, filters and for fuel leaks.

HAND TOOLS

It is the responsibility of the subcontractor to maintain their hand tools in proper working order. Splintered handles shall be replaced immediately. Mushroomed heads on chisels shall be ground down regularly. Chisels and other types of tools required to be sharp shall be sharpened or replaced. All hand tools shall be used for their intended purpose. Never use a screwdriver as a chisel or a wrench as a hammer.

FIRE PREVENTION/PROTECTION

Subcontractors are to provide their own firefighting equipment for Hot Work.

Access to available firefighting equipment shall be maintained at all times and shall be conspicuously located.

All fire fighting equipment shall be maintained and inspected periodically. Defective or discharged equipment shall be replaced immediately.

Subcontractors will provide and maintain fire extinguishers and protection for hot work.

Only approved metal safety cans, (with quantities of 5 gallons or less) or portable tanks shall be used to store flammable or combustible liquids.

Portable storage tanks shall be at least 20' from any building or structure and shall be protected to prevent collision damage. A 12" dike or earth berm shall be erected to contain any potential spills unless the tank is a double walled fuel storage tank. A fire extinguisher rated not less than 20B: C shall be provided at refueling areas not less than 25' and not more than 75'.

Propane bottles shall not be stored inside of building. Bottles shall remain upright and secure at all times. When in use the bottles shall be a minimum of 10' from any heating source.

ELECTRICAL SAFETY

The following basic rules shall be followed while utilizing temporary electric:

- Only skilled electricians shall be allowed to perform electrical work.
- All circuits shall be protected by ground fault circuit interrupters unless assured equipment grounding conductor program is used.
- All extension cords shall be rated heavy duty and must be a three-wire cord.
- All extension cords shall be replaced if they are worn or frayed, the ground pin is missing or strain relief fittings have come loose.
- All circuits shall be properly grounded.
- When a circuit is de-energized for maintenance it shall be Locked Out and Tagged Out by the person performing the work. No other personnel shall remove this tag and lock. Only the personnel that locked and tagged out the equipment shall remove these devices.
- Pinch points of cords and wires shall be eliminated by protection or blocking. When cords are running through windows or doorways, they must be blocked to prevent creating a pinch point which may cause wear and tear on the cord.
- Wires and cords shall be protected from vehicular traffic.
- Wire and cords cannot be hung by or on conductive materials.
- All temporary electric shall be kept off floors or the ground and shall be suspended at least 8' off the ground where feasible. If wiring crosses a roadway system or traffic area on the job it must be hung high enough to ensure contact cannot be made.
- Temporary lighting shall have bulb guards installed to prevent accidental contact with the bulb.
- Temporary lighting shall be installed to provide adequate lighting in stairways, aisle ways and work areas.

- Temporary lighting shall not be hung on or by conductive materials.
- GFCI protected temporary power will be provided until the building goes onto permanent power. At this point the subcontractor will need to utilize portable GFCI protection for the use of tools and extension cords.

LADDERS and STAIRS

Prior to usage, the Superintendent or Foreman shall ensure a project assessment of the workplace has been conducted prior to starting work, to identify access needs, likely hazards and define criteria for protection against the hazards identified. Make certain all personnel required to use straight, extension, step or fixed ladders and stairs are trained on the usage and inspection. If any ladder or stairway is found to be defective or deficient it will be red tagged/barricaded and removed from service until it can be repaired or destroyed.

Planning

Ensure personnel required to use ladders are trained, hazard assessments are completed, the correct type of ladder is used, and the equipment is in good condition.

Stairs are also a common place for a trip and fall. Personnel shall understand the hazards associated with stairs and what measures to take when walking up or down stairs.

Ladder Hazard Assessment

Where work at height is necessary, you need to justify whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options. Determine if the activity is suitable to be worked from a ladder. Overreach where your navel is outside the rail/stile can lead to a fall. Avoid side loads such as pushing on a drill.

Superintendent or safety coordinator shall determine project requirements when fall protection devices (e.g. retractable lifeline) shall be required above ladders when accessing elevated work areas. During the development of the Job Hazard Analysis (JHA), the following considerations shall apply:

- When used for access, determine if a ladder is the best option.
- Ensure loading requirements are not exceeded.
- On a ladder or step ladder where you cannot maintain a handhold to perform at task, other measures will be needed to prevent a fall or reduce the consequences of one. A risk assessment will have to justify whether it is safe or not.
- A daily pre-use ladder inspection is required.

Ladder and Stairs Training

Training on the inspection, use and care of ladders shall be required for all workers who use them. Contractors shall provide training documentation for all their personnel. An overview of ladder and stair safety shall be provided for new personnel to the site at the time of induction.

- Know when to use a ladder.
- How to select the correct type of ladder and proper use the equipment.
- Proper set-up, care, storage, maintenance, and disposal.
- Understand safe movement on stairs.

Workers must demonstrate their understanding of inspections, set-up and ladder use. Training for each employee must be documented and maintained as part of the project records. Local safety regulations may have specific requirements for refresher training (such as annually) and must be followed. Retraining is also required if a lack of proficiency is observed or when new equipment is introduced.

Storage and Disposal

Ladders shall be maintained and stored in a manner that will ensure it remains clean and is not damaged. Proper storage will minimize potential damage to the equipment. If a ladder is found to be defective beyond repair then it must be properly tagged and disposed of to prevent further use.

Ladder Inspection

Each person required to use a ladder shall be competent to inspect the ladder before, during, and periodically through their usage. The ladder must again be inspected after any incident that could affect their safe usage.

- Inspect the ladder for broken rungs, cleats, hinges, split side rails, a tie off rope (1.8m), hooks, and latches.
- Any deficiencies require the ladder to be tagged and removed from service. If the ladder is un-repairable then tag it for destruction.
- Metal ladders will not be allowed.
- Keep ladders free of oil, grease and other slipping hazards that would decrease traction.
- Stepladders must have a spreader or locking device provided to prevent the front and back sections from closing during usage.
- All stickers must be visible.

Ladder Usage

The work permit shall clearly define any specialized requirements in all circumstances. A ladder or stairway is required if a worker is required to step up or down more than 19 inches. Step ladders shall be used to provide an elevated work platform and straight ladders to provide access to another work level.

- Straight ladders shall have a 1-inch line affixed to them; this line will be for securing the ladder from tipping or movement utilizing. A second person shall hold the ladder until it can be secured.

- While ascending or descending a ladder, always face the ladder and maintain three points of contact, e. g., two feet and one hand.
- Follow the manufactures load capacity rating. Use ladders only for the purpose intended by the manufacturer. An “A” frame ladder should not be leaned against or propped upon a vertical structure and an extension ladder should not be separated in order to create two shorter ladders.
- Keep working materials and tools away from the top and bottom of ladders. Do not use the top step of an a-frame ladder for the storage of tools.
- When using a ladder in passageways, doorways, or driveways create a barrier system around the ladder to prevent other workers, pedestrians, and vehicles from striking it.
- Job made ladders and stairs shall meet design specifications and be constructed by competent persons.
- Only climb as high as the third wrung from the top.
- Never carry tools or materials while climbing a ladder. When tools need to be hoisted or lowered use a hand line.
- Only one worker is allowed to use a ladder at a time unless the manufacturer has indicated that the ladder is certified for more than one worker.
- Footwear should have a defined heel and be free of oil, grease, and other slip hazards.

Stairs

Stairs in construction areas can be built as temporary or designed as part of the permanent structure being erected. Temporary stairs are usually built from wood or from scaffold systems/components to access platforms, office trailers, tool storage, etc. Permanent stairs should be erected as early as possible to provide ready access to work areas at various elevations and minimize alternative options.

- Ensure stairs meet design criteria and are constructed uniformly to meet local

regulatory requirements for areas such as: tread to riser dimensions, height and location of handrails, landing dimensions must accommodate swing radius of door, etc.

- Lighting is adequate.
- Railing and mid-rail shall be provided on all open sides except the stairway entrance.
- Ensure stairs with four or more risers are equipped with handrails.

Monitoring Ladder and Stairs

Personnel shall use ladders as instructed and may not modify the equipment from the manufacturer’s original design. Supervisors will monitor the work in progress to ensure ladders are being used properly and handrails are used when personnel are traveling stairs. Supervisors are responsible to monitor workers to ensure ladders are used effectively in protecting against the fall hazards.

SAFETY REPORTS/INSPECTIONS

1. All reports should be copied and sent to the Superintendent of **Waverly Construction** with a letter stating what corrective action was taken.
2. If Subcontractor receives a report with safety violations that your employees are exposed to, but you are not responsible to correct, you should copy that report and mail it to the general contractor asking what corrective action will be taken or how you are to work safely to avoid injury to your employees or a citation in the event you are subject to a OSHA type inspection.

ACCIDENT INVESTIGATION PROCEDURE

An accident is an unintentional event that caused or could cause bodily injury or property damage. A "near miss" is an accident and should be reported. The correct procedure for this report is as follows:

1. The subcontractor, in consultation with the

injured or reporting employee, completes the written investigation report immediately. The report is submitted to **Waverly Construction** Superintendent.

2. All injuries or incidents regardless of how small must be reported immediately to the **Waverly Construction** superintendent on the job and treated at once.
3. All forms concerning accidents that are required to be posted on the project shall be posted promptly and in a conspicuous place. OSHA 300 for the months of February through April.

Minimal Information to Include in Incident Report:

- Name of employee
- Date of injury
- Time of injury and date occurred on
- Occupation of injured
- Occupation of injured when hurt
- Machine or tool causing injury
- Was safety appliance provided?
- Was safety appliance In use?
- Name and address witness
- Describe how accident occurred – What, when, where, why, and how?
- Name and address of physician
- Name of hospital
- Signature of injured
- Name of Subcontractor

RESPONSIBILITY OF ALL SUBCONTRACTORS

EMPLOYEES ARE RESPONSIBLE FOR COMPLYING WITH ALL ASPECTS OF THE SAFETY POLICIES WHILE PERFORMING THEIR DUTIES.

1. It is the responsibility of all Subcontractors to work in a manner that will prevent injury and undue exposure to themselves and those around them.
2. Use all safety devices provided for their protection and to keep same in good condition.
3. Obey all rules and regulations as posted, outlined, discussed, or set forth by Waverly Construction, the Owner or any pertinent government agency.
4. Report any unsafe situation or acts to your Superintendent or Foreman immediately.

5. Consider the hazards before starting any task and discuss with their supervisor the proper methods and equipment required to complete same in safe manner.
6. Set the example and be known as a safe worker.
7. Hard hats and hard rubber-soled construction boots are to be worn at all times.
8. Get help unloading, lifting, or moving heavy or awkward loads.
9. Warning, danger signs and barricades are for your own personal safety. They should be obeyed at all times. Any defaced, destroyed, or missing safety signs or devices should be reported to a supervisor immediately.

GENERAL USE AND CRITERIA REQUIREMENTS FOR ALL SCAFFOLDS (Except Suspended Scaffold See Suspended Scaffold)

1. Scaffolds are to be constructed, used, and maintained per OSHA/MOSH Guidelines
2. Scaffolds and scaffold components shall not be loaded more than their maximum intended loads or rated capacities.
3. The use of shore or lean-to scaffolds is prohibited.
4. Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift
5. Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, moving, dismantling or alteration.
6. Employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.
7. Debris shall not be allowed to collect on platforms.
8. Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.

GUARDRAILS/FALL PROTECTION

Fall Protection - General Requirements:

1. Anyone on a scaffold more than 10 feet above a lower level shall be protected from falling to that lower level.
2. Effective September 2, 1997, the Subcontractor shall have a competent person determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. Subcontractors are required to provide fall protection for employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.

PERSONAL FALL ARREST SYSTEMS

Personal fall arrest systems used on scaffolds shall be attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.

GUARDRAIL SYSTEMS

1. Guardrail systems shall be installed along all open sides and ends of platforms. Guardrail systems shall be installed before the scaffold is released for use by workers other than erection/dismantling crews.
2. The top edge height of top rails or equivalent member on supported scaffolds manufactured or placed in service after September 1, 2012 shall be installed at 42 inches above the platform surface.
3. When mid-rails are used, they shall be installed at a height approximately midway between the top edge of the guardrail system and the platform surface.
4. Each top rail or equivalent member of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along its top edge of at least 200 pounds.

ACCESS TO SCAFFOLDING

Refer to OSHA/MOSH Guidelines

When scaffold platforms are more than 2 feet above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers (scaffold stairways/towers), stairway-type ladders (such as ladder stands), ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface shall be used. Cross braces shall not be used as a means of access.

Ramps and walkways: Shall have guardrail system that complies with Fall Protection and OSHA/MOSH guidelines.

FALL PROTECTION

GUARDRAIL SYSTEMS

General

1. All persons shall be protected from falls 6' or more above the walking/working surface by the use of guardrail systems, safety net systems or personal fall arrest systems.
2. Installation of all fall protection systems shall be performed prior to the beginning of the work that necessitates the fall protection.

PERSONAL FALL ARREST SYSTEMS

General

1. All persons shall be protected from falls 6' or more above the walking/working surface by the use of guardrail systems, safety net systems or personal fall arrest systems.
2. Installation of all fall protection systems shall be performed prior to the beginning of the work that necessitates the fall protection.
3. Personal fall arrest system means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

WALL OPENINGS/LEADING EDGES

1. **WALL OPENINGS:** Each employee or subcontractor working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meter) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.
2. **LEADING EDGES:** Each employee or subcontractor who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

RAMPS, RUNWAYS, WALKWAYS

1. Each employee on ramps, runways, and other walkways shall be protected from falling 6' or more to lower levels by guardrail systems.
2. All walking/working surfaces on which employees work shall be determined by the employer to have strength and structural integrity to safely support employees.

DANGEROUS EQUIPMENT

1. Each employee above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems, personal fall arrest systems, safety net systems, or by equipment guards.

EXCAVATIONS

1. Each employee or subcontractor at the edge of an excavation 6 feet (1.8 meters) or more deep shall be protected from falling by guardrail systems, fences, barricades, or

covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet (1.8 meters) or more above the excavation.

COVERS/HOLES

1. Hole means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.
2. Each employee on a walking/working surface shall be protected from objects falling through holes (including skylights) by covers.
3. Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
4. All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
5. All covers shall be color coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.
6. Each employee on a walking/working surface shall be protected from tripping in or stepping into or through holes (including skylights) by covers. **Note: This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.**
7. Each employee on walking/working surfaces shall be protected from falling through holes (including skylights more than 6' above lower levels, by personal fall arrests systems, covers, or guardrail systems erected around such holes.

FALLING OBJECT PROTECTION

1. Falling object protection shall comply with the following provisions:
 - a. Toeboards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.

- b. Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.
2. During the performance of overhand bricklaying and related work:
 - a. No materials or equipment except masonry and mortar shall be stored within 4' of the working edge.
 - b. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear from the work area by removal at regular intervals.
 3. During the performance of roofing work:
 - a. Materials and equipment shall not be stored within 6' of a roof edge unless guardrails are erected at the edge.
 - b. Materials which are piled, grouped, or stacked near a roof edge shall be stable and self-supporting.
 4. Canopies, when used as falling object protection, shall be strong enough to prevent collapse and to prevent penetration by any objects which may fall onto the canopy.
 5. Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced.

HOISTING AREAS

1. Each employee in a hoist area shall be protected from falling 6' or more.
2. If guardrail systems, [or chain, gate, or guardrail] or portions thereof, are removed to facilitate the hoisting operation (e.g., during landing of materials), and an employee must lean through the access opening or out over the edge of the access opening (to receive or guide equipment and materials, for example), that employee shall be protected from fall hazards by a personal fall arrest system.

3. When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.
4. During low sloped roofing operations where warning line systems are utilized, points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
5. All walking/working surfaces on which employees work shall be determined by the employer to have strength and structural integrity to safely support employees.

LOW SLOPE ROOFING WORK

1. Low-slope roof means a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).
2. Roofing work means the hoisting, storage, application, and removal of roofing materials and equipment, including related insulation, sheet metal, and vapor barrier work, but not including the construction of the roof deck.
3. Employees engaged in roofing activities on low-slope roofs, with unprotected sides and edges 6' or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail systems, warning line system and safety net system, or warning line system and personal fall arrest system, or warning line system and safety monitoring system.
4. On roofs 50' or less in width, the use of a safety monitoring system alone (i.e., without the warning line system) is permitted.

SAFETY MONITORING SYSTEMS

1. Safety monitoring systems means a safety system in which a competent person, designated by the employer, is appointed as a safety monitor, and is responsible for recognizing and warning employees of fall hazards and complies with the following requirements:

- a. The safety monitor shall be competent to recognize fall hazards.
 - b. The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner.
 - c. The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored.
 - d. The safety monitor shall be close enough to communicate orally with the employee.
 - e. The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.
2. Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-slope roofs.
 3. No employee, other than an employee engaged in roofing work (on low-sloped roofs) or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

STEEP ROOF WORK

1. "Steep roof" means a roof having a slope greater than 4 in 12 (vertical to horizontal).
2. Each employee on a steep roof with unprotected sides and edges with a fall of 6' shall be protected from falling by guardrail systems with toe boards, safety net systems, or personal fall arrest systems.
3. All walking/working surfaces on which employees work shall be determined by the employer to have strength and structural integrity to safely support employees.
4. Controlled Access Zones:
 - a. When used to control access to areas where overhand bricklaying and related work are taking place, the controlled access zone shall be

defined by a control line or by any other means that restricts access

5. Safety monitoring systems:
6. If controlled access zones are used, a safety monitoring system must be utilized as outlined below:
7. The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following requirements:
8. The safety monitor shall be competent to recognize fall hazards.
9. The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner.
10. The safety monitor shall be on the same walking/working surface and within visual sight distance of the employee being monitored.
11. The safety monitor shall be close enough to communicate orally with the employee; and
12. The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.

EXCAVATION/TRENCHING

Competent Persons Duties: Sloping

Be available when any conditions change to reevaluate excavation.

ANY EXCAVATION/TRENCH SHALL BE PROTECTED AT ANY DEPTH IF THE COMPETENT PERSON SEES VISUAL SIGNS OF POTENTIAL CAVE-IN.

Follow all OSHA/MOSH Guidelines for excavation and trenching.

DO'S and DON'TS IN THE EVENT OF A CAVE-IN

1. Do not jump into the trench to try to get someone out until proper safety procedures

have been followed, or you may also become a victim.

2. Do not panic and try to stay as calm as possible. Those trapped need help and if you panic you will not be much help.
3. Do not move anything from the edge of the trench that might help locate the victim.
4. Do not try to use a backhoe to dig the victims out. You do not know where the victim is located and you could seriously injure or cause the victims death.
5. If you decide to jump in the trench to help, without making the trench safe, someone might have to dig you out also.
6. Look to see if someone is trapped. They might not be trapped.
7. Get help at once. One or two people cannot do much alone during a rescue.
8. Start looking for shoring equipment such as lumber and tools that can be used in the rescue.
9. Control the area. People rushing in or equipment can cause a secondary cave-in. They can also move or destroy location or mark that can tell the rescue party where to look.
10. Give the rescuers all the information you can. They need to know how many people are trapped, how deep they are and the area they were working in.
11. If the victim is not covered completely, you must try to help without exposing yourself to danger. Use something to move dirt away from his head and chest. Many times, this can be done without entering the trench. A shovel or board will do the job.

WELDING AND CUTTING

As a minimum, verify hot work requirements of specific building you are working in as well as OSHA/MOSH guidelines and use the more stringent of the requirements.

Gas welding and cutting

Transporting, moving, and storing compressed gas cylinders:

1. Valve protection caps shall be in place and

secured.

2. When cylinders are hoisted, they shall be secured on a cradle, sling board or pallet. They shall not be hoisted or transported by means of magnets or choker slings.
3. Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dropped, struck, or permitted to strike each other violently.
4. When cylinders are transported by powered vehicles, they shall be secured in a vertical position.
5. A suitable cylinder truck, chain, or other steadying device shall be used to keep cylinders from being knocked over while in use.
6. When work is finished, when cylinders are empty, or when cylinders are moved at any time, the cylinder valve shall be closed.
7. Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.
8. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet (6.1m) or by a noncombustible barrier at least 5 feet (2.5m) high having a fire-resistance rating of at least one-half hour.
9. Inside of building, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet (5.1m) from highly combustible materials such as oil or excelsior.

Placing cylinders:

1. Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided.
2. Cylinders shall be placed where they cannot become part of an electrical circuit. Electrodes shall not be struck against a cylinder to strike an arch.
3. Fuel gas cylinders shall be placed with valve end up whenever they are in use. They

shall not be placed in a location where they would be subject to open flame, hot metal, or other sources of artificial heat.

4. Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined spaces.

Fire prevention:

1. When practical, objects to be welded, cut, or heated shall be moved to a designated safe location.
2. If the object to be welded, cut or heated cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them
3. No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentrations creates a hazard.
4. Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in the state of readiness for instant use.
5. When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work.
6. For the elimination of possible fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut off at some point outside the enclosed space whenever the torch is not to be used or whenever the torch is left unattended for a substantial period to time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.
7. Except when the contents are being

removed or transferred, drums, pails, and other containers which contain or have contained flammable liquids shall be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.

Welding, cutting, and heating in confined spaces:

1. Local exhaust ventilation shall be provided whenever welding, cutting, or heating is performed in a confined space.
2. When sufficient ventilation cannot be obtained without blocking the means of access, employees in the confined space shall be protected by airline respirators.

Lifelines:

1. Where a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of emergency. When safety belts and lifelines are used for this purpose, they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening. An attendant with a pre-planned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.

MECHANIZED EQUIPMENT

Follow all OSHA/MOSH guidelines for mechanized equipment.

MOTOR VEHICLES

Personal and company vehicles are to meet State of Maryland MVA requirements.

STEEL ASSEMBLIES

- Must meet all OSHA/MOSH guidelines.
- Must provide an erection plans to be reviewed and approved prior to start of work.

SILICA

Follow all OSHA/MOSH guidelines for silica.

Federal OSHA has created a Special Emphasis Plan (SEP) for hazards presented by over exposure to Silica. The state plans are required to follow guidelines, provided by Federal OSHA or rewrite their own guidelines that are equal to or more stringent than Federal requirements. This SEP requires that all employers who have employees who could be exposed to Silica at or above the permissible exposure level, establish a written Silica program whose elements include personal air monitoring, medical surveillance, information and training, employee access to data, respiratory protection, hygiene facilities/change areas, record keeping, housekeeping, regulated areas and a safety and health program. In addition, the applicable requirements from the 29 CFR Part 1926 Regulations may be used as safety and enforcement backup. In all situations, remember, engineering out the exposure is required first and then personal protective equipment as an additional source of exposure prevention. Methods of engineering out the hazard are:

- Wetting
- Local exhaust
- Substitution with a less toxic material
- Job Rotation

WEEKLY SUBCONTRACTOR SAFETY MEETINGS

Each subcontractor is to conduct their own weekly safety training/toolbox talks and provide copies to Waverly's superintendent.

SDS's | SAFETY DATA SHEETS

Each company's safety representative is responsible for establishing and monitoring their company's SDS program. They will make sure procedures are developed to obtain the necessary SDS' and will review incoming SDS' for new or significant health and safety information. He/she will see that any new information is passed on to the affected

employees. The following procedure will be followed when an SDS is not received at the time of initial shipment:

- The company's safety representative will obtain required data from the supplier and transfer this information to the involved job site foreman before or with delivery of materials. SDS will be ordered (via FAX or Email if possible) at the same time.

Copies of the SDS for all hazardous chemicals in use will be kept on the jobsite by Waverly Construction & Management Company's superintendent/foreman and made available to the appropriate sub-contractor(s).

Special Note: The list of SDS sheets will be alphabetized according to the chemical's common name and submitted every two years to the Maryland Department of the Environment in May of the even numbered years.

SDS's will be readily available, either a hard copy or electronic, to all employees during each work shift. If an SDS is not available, immediately contact the appropriate Safety Representative or Waverly

Construction & Management Company main office. To ensure SDS' are readily available in the work area, the following format will be used:

- Every employee will also be provided with the location of each set of SDS during site orientation.

When revised SDS' are received, the procedure below will be followed to replace old SDS':

- Each company's Safety Representative will have sufficient copies made of the new SDS and personally supervise the distribution to the main office and each job site foreman where the new sheets will be placed in the job site's SDS binder. A copy will be given to the general contractor. The index will also be amended to show any change.

