

Site Safety Orientation

❖ Emergency Response and Evacuation Alarms:

- ◆ Emergency notification through air horn:
 - ◆ If the air horn is sounded for an evacuation, please proceed to the nearest available exit and evacuate the site. Please make your way to the designated muster point once you have exited the site.
- ◆ Be mindful of changes in access and egress as the project progresses and make notes of the changes every morning.
- ◆ Please do not leave the muster point until the “All-Clear” has been given. Multiple counts will certainly be required. It is essential that there be an accurate count of all personnel so that the emergency responder’s efforts are as efficient as possible. All workers are to stay together by crew.
- ◆ Evacuation drills may be held while you are on the project. All personnel are required to participate.
- ◆ **Foreman or General Contractor/Construction Manager to give the all clear to workers prior to returning to site.**

❖ Site Security Plan and Requirements:

- ◆ Every worker must cooperate with the security protocols for the project.
- ◆ Violations of security access programs and acts of theft, violence, and other unlawful conduct on project property shall result in termination from site.
- ◆ All illegal behavior will be reported. Any act of violence will result in immediate and permanent removal from the project.

❖ General Site Requirements and Information

- ◆ Designated restrooms with wash areas shall be made available by the GC/CM.
- ◆ Music head sets are not permitted on this site.
- ◆ All shall maintain at least one fully stocked first aid kit on site. Eye wash capabilities must be made available on site.
- ◆ Each worker must review and sign at least one Tool Box Talk each week on site.
- ◆ Job site will be a cell phone free in work areas, meaning no use of cell phones while on ladders, scaffolds or while operating equipment.
- ◆ The use of illegal drugs, alcohol and “horse play” on the job by any personnel is strictly prohibited. ZERO tolerance - removal from the jobsite will follow.

❖ Personal Protective Equipment (PPE):

- ◆ **HEAD – ANSI approved hard hats shall be worn always by all personnel.** This is our policy.
- ◆ **EYE/FACE - ANSI approved safety glasses/goggles/full face shield must be worn when required for the task.** Protection required for, but not limited to, Grinding, Sparks, Dust, Shooting, Chipping, Chopping, Saws, Chemicals etc. When workers are wearing full face shields, they shall ensure that they are compatible with hard hats.
- ◆ **PROTECTIVE CLOTHING – High-Visibility Vests, Jackets or Shirts must be worn when exposed to machinery, pedestrian traffic or vehicular traffic.** Avoid wearing loose clothing around machinery. No short sleeves or sleeveless shirts are permitted.

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- ◆ **FOOT PROTECTION** - ANSI approved boots must be worn always – no tennis shoe, sneaker or open toed apparel.
- ◆ **HAND PROTECTION** - ANSI gloves must be worn, as required.
- ◆ **HEARING PROTECTION** - Ear protectors - either plugs and / or muffs to be used by workers when levels exceed established standards.
- ◆ **RESPIRATORY PROTECTION** – Workers must be fit tested prior to wearing respirators.

❖ **Subcontractor Safety Paperwork:**

- ◆ **TOOLBOX TALKS** – Each worker must review and complete at least one toolbox talk each week while on site. Signed copies to be provided to the foreman.
- ◆ **SAFETY ORIENTATIONS** – Each worker must complete the site safety orientation and sign the acknowledgment sheet. Workers may also be required to complete a safety orientation for the GC/CM.
- ◆ **TRAINING CARDS** – Copies to be provided to the Foreman and the GC/CM while completing the safety orientation. Training cards include, but shall not be limited to: OSHA, NYC 4 Hour Scaffold User, F60 Fire Guard, G60 Torch Use, E21 Powder Actuated Tool Use, NYC Welders License etc.
- ◆ **PRE TASK PLAN** – Each worker must complete a Pre Task Plan with the Foreman prior to commencing work each day.
- ◆ **HOT WORK PERMITS AND FIRE WATCH LOGS** – Hot Work Permits to be completed prior to commencing spark or flame producing work. Fire Watch Log to be completed during the hot work operations.

❖ **Fall Protection Requirements (6-foot rule)**

- ◆ Fall protection is required for all workers on a walking/working surface with an unprotected side, edge, hole or shaft, which is 6' or more above a lower level. Fall protection includes: guardrails, safety nets, properly secured and marked hole covers, barricades, or Personal Fall Arrest Systems (PFAS), i.e. body harness with shock absorbing lanyard or retractable reel. Personnel performing work on a ladder within 6' of building perimeter must also tie-off.
- ◆ Personal fall arrest systems must be inspected prior to use (harness, lanyards, lifelines, beamers, etc.) ◆ If damage is discovered on any safety harness or associated equipment – The equipment must be taken out of use and disposed of.
- ◆ The use of PFAS for fall protection is a last resort. Where possible, other preventative methods of fall protection are to be utilized (i.e. guardrail, etc.).
- ◆ Prior to conducting work using a PFAS, a Pre-Task Safety Analysis Plan shall be completed by our workers with the competent person. The competent person is responsible for reviewing all work involving PFAS.
- ◆ No materials are to be stored on the perimeter protection screens. If the project does not have perimeter protection screens, then all material shall be stored at least 10' from the building edge.
- ◆ No perimeter work is to be conducted without explicit approval for that day.
- ◆ All tools, materials and equipment used at the building's edge, breaching the perimeter protection, or otherwise at risk of falling to a lower level, must be secured to the worker or structure with tool lanyards.
- ◆ Lanyards must be appropriately sized for weight. Workers must evaluate the size and weight of any object which will be secured to a worker's person to ensure it will not cause injury in the event it is dropped.

❖ **PreTask Plan:**

- ◆ **A Pre Task Plan is also required for all high or moderate risk operations** including but not limited to: welding work, crane picks, work involving scaffolds and confined space operations.
- ◆ A Pre-Task Safety Analysis is also required for excavation operations, any work at height with fall exposure, or with need to tie off; any work adjacent to the public, any work involving hazardous chemicals or requiring the use of respirators; all unearthing, removal, or relocation of existing underground utilities; and any work requiring the use of equipment or procedures engineered specifically for the operation.
- ◆ The foreman/competent person must review the Pre Task Plan with workers prior to beginning the high-risk work. The Pre Task Plan must include the relevant steps and precautions required for the task.

❖ **Supported Scaffolds**

- ◆ **ALL users of supported scaffolds and baker scaffolds must have a current NYC DOB approved 4-hour training card on their person while on site. Copies to be provided to foreman and the GC/CM.**
- ◆ **All supported scaffolds must be inspected before use and deemed safe for use.**
- ◆ Guard rails to be installed if the work platform exceeds 6 feet in height.
- ◆ When above 6' and in the absence of an approved guard rail system, each worker must tie off to an anchor point capable of holding 5000lbs or more.
- ◆ Compound buckets shall never be used to stand on.
- ◆ Scaffold platforms must be cleared of debris prior to use.
- ◆ Wheels on mobile scaffolds must be locked when in use. No surfing of mobile scaffolds is permitted.
- ◆ Workers who engage in the erection, modification or dismantling of a supported scaffold with a combined 40' in height and exposure (i.e. scaffolds near building perimeters or setbacks, or on balconies) are required to have a 32-hour supported scaffold erector card. This work also requires a Pre-Task Plan for erection or dismantling, PE-stamped design drawings, and a DOB permit.

❖ **Accident Reporting**

- ◆ All injuries and accidents shall be immediately reported to the Foreman on site.
- ◆ Obtain first aid or medical care as needed.
- ◆ Failure to report injuries and accidents immediately is grounds for disciplinary action, up to and including removal from the jobsite.
- ◆ GC/CM to be provided with a copy of the accident/incident reports.

❖ **Ladders**

- ◆ **All ladders must be inspected prior to use. Damaged ladders with broken rungs, split side rails or other defects shall not be used and should be removed from the jobsite immediately.**
- ◆ **Stepladders (A-Frame) must be used in the open position, the top two steps never utilized for standing on and 3 points of contact maintained by the user. It should not be used in place of a straight ladder.**
- ◆ Extension ladders shall be secured and shall extend a minimum of three feet above the upper working surface and must be tied off.
- ◆ Non-conductive ladders must be used when working near energized electrical equipment.
- ◆ Individuals must never walk or straddle ladders while on them.

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❖ Hand and Power Tools

- ◆ Hand and power tools shall be inspected prior to each use to ensure they are in good working order.
- ◆ Power cords and extension cords shall be inspected by personnel before use. Don't forget to inspect new tools.
- ◆ Manufacturers guards and safety devices shall be in place and operational when using power tools.
- ◆ Power tools shall be protected by GFCIs at outlets or use temporary power panels with GFCI protection in the circuit breakers.
- ◆ Ensure the ground prong is not missing, prior to use of the power tool.
- ◆ Read the instructions of the power tool before use.
- ◆ Wear the required PPE when using power tools (goggles, face shield, ear plugs, gloves, etc.)
- ◆ Never work around energized electrical equipment when you, your surrounds, your tools or your clothes are wet.
- ◆ Electrical tape shall not be used on extension cords. Damaged extension cords shall be disposed of by the respective trade.
- ◆ Adequate lighting is required in all work areas. If you observe a problem with lighting, please notify the GC/CM.
- ◆ No worker is authorized to work on a live electrical panel or enter a live electrical closet. Only qualified electricians are authorized to work on live electrical systems.

❖ Site Specific Rules:

- ◆ All accidents, incidents, property damage reports and near misses must be reported to the foreman immediately.
- ◆ Any worker found smoking on site or in lane closures will be removed from the project.
- ◆ We have a smoke-free policy which has been developed to comply with the New York City smoke Free Air Act, and to protect all employees and visitors from second-hand smoke, and prohibits the use of both cigarettes and the use of electronic cigarettes.
- ◆ If working in cold weather, layer your clothing for comfort. If working in the heat, drink water often and take regular breaks.
- ◆ Workers must wear the provided seat belt when in a vehicle.
- ◆ Worker must wear high visibility clothing when working with or near vehicular traffic or machinery.
- ◆ We shall provide sufficient fire guard coverage for our Hot Work operations.

❖ Aerial Lifts

- ◆ Each man lift must be inspected by a competent person prior to use and a copy of each checklist provided to the foreman.
- ◆ Where aerial lifts are to be used, an assessment of the work area shall be conducted ahead of time to identify elevation changes, inclines, openings, overhead electrical lines and potential obstructions.
- ◆ All persons are required to attend the safety class conducted by the lift rental company prior to using the lift. Lifts are not to be loaned to others who have not attended the safety class.
- ◆ Lifts must only be moved when fully lowered.
- ◆ Lifts are not to be used for hoisting materials, or for access.
- ◆ Workers are not to stand on lift guardrails or use other devices to raise their work platform height.
- ◆ Workers in scissor lifts or boom lifts must be tied off always.
- ◆ Always read and follow the instructions and safety precautions included in the manual on the lift.

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❖ **Manual Handling:**

- ◆ When needed, seek assistance to lift large, heavy or bulky objects. Avoid lifting or carrying more than a comfortable weight. Use mechanical lifting equipment if available.
- ◆ Bend knees when picking up objects. Keep your back straight and use the strength in your legs.
- ◆ Heavy items should be stored at waist level, where possible.
- ◆ Avoid reaching above your shoulders to lift heavy items.

❖ **Fire Prevention Controls**

- ◆ Prevention of fires resulting from Hot Work is a primary responsibility for all workers on site. Any operation that produces open flames, sparks or slag is considered Hot Work.
- ◆ Flammable and combustible materials shall be kept away from sparks and ignition sources.
- ◆ We shall provide fire extinguishers for respective hot work operations. The P.A.S.S. (Pull Aim Squeeze Sweep) method shall be used to operate a fire extinguisher. Workers to take note of fire extinguisher locations in their work area.
- ◆ Keep containers of flammable liquids tightly closed when not in use.
- ◆ Emergency stairwell doors shall not be propped open and must be free to close without obstruction.
- ◆ Emergency stairwells and corridors to be kept clear always and never utilized as storage areas.
- ◆ The standpipes on this job are pressurized with “air” or “water” to ensure it is always ready for FDNY use. It is illegal to tamper with the standpipe or the sprinkler.

❖ **Bloodborne Pathogens**

- ◆ If you come in contact with blood or bodily fluids on the job, assume they may be infectious.
- ◆ Use appropriate protective clothing and equipment where necessary, such as gloves, coveralls or eye protection. Seek medical attention if you are accidentally exposed.

❖ **Hazard Communication System and MSDS**

- ◆ Workers to review the Safety Data Sheets (SDS) of products or chemicals prior to use.
- ◆ Follow the instructions on the Safety Data Sheets if you accidentally ingest the material or if the material comes in contact with your skin or eyes.
- ◆ Use the required PPE when handling or using hazardous chemicals or materials.
- ◆ Ensure ventilation is provided, when required.
- ◆ Log of Safety Data Sheets to be maintained on site, available for review.
- ◆ Chemical/hazardous waste generated at the site must be disposed in a manner approved by the governing authority.

(Insert your company logo here)

I have thoroughly read the Site Safety Orientation for this project and understand its content.

I understand the obligations of these safety guidelines outlined in this Site Safety Orientation for this project. If I am found to deviate from these safety guidelines, I understand that I may be asked to leave this project by management.

Project Name: _____

Project Number: _____

Date: _____

Company Name: _____

Name (print): _____

Signature: _____

Trade Type: _____