

# PHILLIPS & KOCH CONSTRUCTION, INC.



## EMPLOYEE SAFETY HANDBOOK

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# POLICY STATEMENT

It is the policy of Phillips & Koch Construction, Inc. to protect the safety of our employees. Injuries and property loss from accidents are painful, costly, and preventable. Our company has established a safety program incorporating safety concepts that will help us prevent injury to employees and loss to property and equipment due to recognized hazards.

As a construction worker, you are part of a unique team in a challenging industry. Your fellow construction workers depend on you. It is important that you understand how each task can be done safely. Your safety and well being, as well as the safety of fellow workers, can be accomplished only through your constant effort. Since it is not possible to include specific instructions for every safety condition, this manual is provided to serve only as a guideline to safe working practices. Always remember that the safe way is the best way to do every job.

## *Safety Philosophy*

- Working safely is a condition of employment
- Prevention of injuries is good business
- All accidents can be prevented
- Management will provide a safe working environment
- Training employees to work safely is essential

**See employee handbook for clarifications on policy and personnel matters**

# RESPONSIBILITIES

## MANAGEMENT

Management's responsibility is to provide a safe work environment. Management provides direction and full support for all safety procedures, safety training, and hazard elimination practices. To accomplish this, the company has a full safety program that includes: a safety committee, weekly jobsite safety meetings, and job specific safety plans. Additionally, the company provides safety equipment and a selection of Personal Protective Equipment (PPE) for all employees.

Management will support any employee who refuses to do something unsafe or is in violation of company policy

## SUPERVISION

The supervisor and job foreman are directly responsible for the safety of their workers. This includes following proper procedures and work practices, and performing the job using safe methods. Supervisor and job foreman must enforce company rules and take immediate corrective action to eliminate hazardous conditions. They will not permit safety to be sacrificed for any reason. Only properly trained workers will be allowed to perform said work. They are responsible for keeping job site safety supplies and equipment stocked. Supervisors are responsible for implementing the Emergency Action Plan (EAP).

## SAFETY COMMITTEE

The safety committee consists of management and employee representatives who have an interest in the general promotion of safety at Phillips & Koch Construction. The committee is responsible for making recommendations on improving safety in the workplace. They have been charged with the responsibility to

define problems or obstacles to safety implementation company wide: identifying hazards and suggesting corrective action; help identify employee safety training needs; and perform accident investigations for our company. Safety committee members are authorized to ensure safe working practices are followed on job sites.

## **EMPLOYEES**

**Every employee, regardless of their position within the company, is expected to work safely and cooperate in all aspects of the company's safety program.**

The following are the major points of our company safety program:

- You are responsible for your own personal safety
- Work safely at all times
- Comply with all aspects of the company safety policy
- Be familiar with your job's specific safety plan
- Be familiar with all MSDS on each job
- Never walk past an unsafe act or condition. Stop and correct it!
- Inspect your work for safety concerns prior to starting each task
- Perform only that work for which you are properly trained
- Keep any CPR and First Aid cards current
- Participate in all safety training meetings
- Wear Personal Protective Equipment (PPE) as required
- Report all hazardous conditions or other safety concerns to your supervisor immediately
- Report questionable equipment to your supervisor, adequate guarding must always be used
- Report all accidents or incidents, regardless of the severity, immediately to your supervisor – this includes near misses
- Be familiar with Phillips & Koch policies appropriate to the work being performed

Remember that each person is responsible for his/her own safety. Safe working habits and following company policy will play a large role in determining pay increases and advancement within Phillips & Koch. Each employee is responsible for working in a safe manner. Employees are expected to arrive for work in a timely fashion, with a clear head, rested and dressed appropriately.

# GENERAL SAFETY RULES

## THE FOLLOWING RULES APPLY TO ALL EMPLOYEES

Any exceptions made to the rules in the Safety Handbook will be made in writing in each job's specific safety plan

### REPORTING OF A HAZARD, UNSAFE ACT, OR CONDITION

All employees shall work in a safe manner and promote good safety practices with co-workers. Employees shall report to their supervisor all hazardous or unsafe working conditions that could cause personal injury or property damage. The person in charge will address that concern. If corrective action is not taken, report it to their supervisor, safety committee member, or a member of management in that order.

When reporting a hazard or unsafe condition to your supervisor, employees should provide as much information as possible, and if appropriate, suggest corrective action.

### CONDUCT ON THE JOB

- All employees are required to conduct their work in a safe manner to protect themselves, co-workers, and the general public against personal injury and property damage.
- Only safe approved work methods and procedures shall be used. Employees shall not take unnecessary risks while working.
- Practical jokes, horseplay, scuffling, or any other conduct that subjects any employee to risk of bodily injury will not be tolerated.
- Fighting, gambling, and possession of firearms is forbidden
- Running on any construction site is prohibited except in an emergency
- There shall be no consumption of drugs, alcoholic beverages, or other intoxicants while on company premises, company time, or in a company vehicle. Management and your supervisor must also be informed of all prescription drugs being taken that could affect working safely

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All employees shall dress in a manner appropriate to the occupation and the hazards of their job. Trousers will be full length. Shirts must cover from over the shoulders to the belt. Footwear will be substantially constructed of leather and may include other heavy-duty materials.
- Employees shall use and/or wear Personal Protective Equipment (PPE) when required
- All jewelry that presents a safety hazard (rings, bracelets, neck chains, etc.) should not be worn
- Use of gloves, aprons, and/or other protective clothing when handling rough materials, chemicals, and hot or cold objects is required

## **HEAD PROTECTION**

Approved protective hard hats meeting Class B specifications shall be worn by employees and visitors on all jobs at all times. "Hard Hat Areas" shall include all designated locations where construction or maintenance work of any nature is in progress and shall encompass the entire job site. The jobsite supervisor or foreman will require all personnel entering the area to conform to the hard hat rule.

## **HEARING PROTECTION**

Whenever it is not feasible to reduce workplace noise levels to less than 85 dBA (decibels), approved hearing protection is available through Phillips & Koch and will be used when necessary or as instructed by a supervisor. 85 dBA is similar to the sound of a power edger, a leaf blower, or a skil saw.

## **EYE AND FACE PROTECTION**

- Eye protection shall be worn at all times by employees. Employees performing specialized work that creates hazardous conditions for their eyes shall use job specific eye protection.
- Employees shall use appropriate eye and face protection when machines or operations present potential eye or face injury
- Employees whose vision requires the use of corrective lenses shall be protected by goggles or their own corrective lenses meeting the accepted safety standards. Side shields are required for safety glasses
- Face and eye protection shall be kept clean and in good repair

## **RESPIRATORY PROTECTION**

Use approved respirators or dust masks when exposed to dust, mist, or fumes of a toxic nature. Follow all directions on product usage and MSDS sheets.

## **HAZARD COMMUNICATION COMPLIANCE PROGRAM**

The Hazard Communication Compliance Program (HazCom) is established to provide for the safety of all Phillips & Koch employees and to meet Government requirements. We provide a comprehensive program to educate you with procedures for handling hazardous chemicals, container labeling, Material Safety Data Sheets, other warnings, and employee training.

A copy of the program is available at each jobsite and in the main office. All employees will be trained in HazCom as a condition of employment.

## **LIFTING**

- Loads should be carried so that vision ahead is not obstructed
- If one person cannot lift an object safely, obtain assistance
- The right way to lift is also the easiest way. Take a firm grip, secure good footing, place your feet a comfortable distance apart, keep your back straight, and lift with your leg muscles. Move your feet. Do not twist your body
- When two or more people are carrying an object, each person should face the direction that the object is being carried. Those carrying the object shall determine in advance that there are no

obstructions in the way. They shall use pre-arranged signals when an object is to be lifted, lowered, or moved

## **TOOLS**

- Employees shall always use the proper tool for the job being performed. Makeshift and substitute tools shall not be used unless approved by the supervisor
- Any defective tools shall be tagged out of service to prevent their use and removed from the job site. Company tools shall have the defect identified on an affixed tag and be returned to the shop.
- Do not use tools with split, broken, or loose handles. Do not use tools with burred or “mushroomed” heads.
- Keep cutting tools sharp, and carry all tools in the proper container.
- Small tools carried personally shall be secured to prevent them from coming into contact with energized parts. All tools carried in workers tool belts shall be sheathed and secured to prevent them from falling out.
- Tools other than those carried in a worker’s belt shall be raised or lowered by an approved container or hand line
- All tools shall be kept in good working condition and shall be stored properly.
- Tools and loose materials shall not be left on stairways, in aisles, or walkways where they can cause stepping or tripping hazards.
- Keep all tools away from the edge of scaffolding, platforms, and shaft openings.

## **ASSURED EQUIPMENT GROUNDING**

We have an assured equipment grounding conductor program on our construction sites covering all electrical cord sets and receptacles that are not part of the permanent wiring of a building or structure. This also covers equipment connected by a cord or plug, which are available for use by our employees. They will be visually inspected before each day’s use for external defects. Equipment found to be damaged or defective shall immediately be removed from service, tagged, and returned to the shop.

Each cord set will be color coded with the appropriate color tape as follows:

- White – January through March
- Green – April through June
- Red – July through September
- Orange – October through December

## **PORTABLE POWER TOOLS**

- Only properly trained personnel can use power tools.
- Power tools shall only be used within their capability and shall be operated within the manufacturers instructions
- All tools shall be kept in good repair by a qualified person and shall be disconnected from the power source while repairs or adjustments are being made

- All protective guards shall be in good working order. If the tool is defective, it must be removed from service
- Power tools shall not be used where there is an explosive hazard from flammable vapors, gases, or dust
- All electrical power tools shall be equipped with a three-wire cord having the ground wire permanently attached to the tool frame and having a means for grounding the other end of the cord. An exception is where the tool is double insulated and permanently labeled “Double Insulated”.
- Hydraulic tools that are used on or around energized lines or equipment shall have non-conductive hoses.
- Use of powder-actuated tools requires training and certification prior to use or operation.

## **EQUIPMENT**

- Be seated when riding motorized vehicles unless they are specifically designed for standing.
- Always use seat belts or safety harnesses as required
- Obey all speed limits and traffic regulations
- Inspect your equipment prior to use
- Never mount or dismount vehicles or equipment while they are in motion. Use handholds and steps on equipment when mounting or dismounting. Never jump from equipment!
- Do not dismount any equipment without shutting down the engine, setting the parking brake, and securing the load.
- Do not allow others to ride the hook, block, dump box, forks, bucket, shovel, or boom of any equipment.
- Know and obey all hand signals
- Wear harnesses at all times while in boom lifts
- Operators are responsible for the stability and security of their load
- Operators are directly responsible for the maintenance of the equipment they operate. A thorough pre-shift checklist will be required.
- You must be trained and have a current certification accepted by Phillips & Koch to operate any equipment



## **VEHICLES**

- Only those with authorization can operate company vehicles. A valid, current driver's license and approval of the company's insurance carrier is also required. Do not operate motorized vehicles unless specifically authorized
- A Commercial Drivers License (CDL) is required to operate vehicles with a Gross Vehicle Weight (GVW) in excess of 26,000 pounds
- Be seated when riding in motorized vehicles
- Always use seatbelts
- Obey all speed limits and traffic regulations
- Inspect your vehicle prior to use
- Do not dismount any vehicle without shutting down the engine and setting the parking brake
- Vehicle operators are responsible for the stability and security of their load
- Prior authorization from a company officer is required for any personal use of company vehicles

## **HOUSEKEEPING**

- Work locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times
- Stairways, aisles, roadways, walkways, switchgear, breaker panels, fire fighting equipment, and aerial storage areas shall be kept clear and free from debris and obstructions
- Refuse piles are to be removed as soon as possible
- To eliminate tripping and stumbling hazards, materials and supplies shall be stored in an orderly manner to prevent their falling or spreading
- Remove or clinch (bend over) all nails in lumber
- Avoid shortcuts; use ramps, stairs, walkways, and ladders
- All excavations, roofs, and openings must be properly protected. Contact your supervisor for the proper specifications
- Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm
- Flammable liquids will be used in small amounts and only from approved safety cans
- Do not remove, deface, or destroy any warning/danger signs or barricades. Do not interfere with any accident prevention device or practice provided to protect yourself or other employees
- Oxygen and Acetylene tanks will be secured at all times. Stored Oxygen and Acetylene tanks from each other by 20 feet or a ½ hour firewall, EMPTY OR FULL
- All protruding rebar will be capped with safety caps

## **DISCIPLINE**

**Not following the Safety Policies outlined in this manual will make any employee subject to disciplinary action as described in the Employee Handbook under Discipline and Termination**

## **SPECIFIC SAFETY POLICIES**

### **CONFINED SPACE ENTRY POLICY**

**IT IS THE POLICY OF THE COMPANY, THAT AFTER AN AREA IS DETERMINED TO BE A CONFINED SPACE, CERTAIN PROCEDURES MUST BE FOLLOWED TO ASSURE A SAFE WORK ENVIRONMENT EXISTS**

A confined space is any space that:

- Is large enough and configured in such a way that an employee can physically enter and perform work
- Has limited or restricted means for entry or exit
- Is not designed for continuous employee occupancy

The procedures to enter a confined space are as follows:

- The company's Confined Space Entry Program must be followed
- A Confined Space Entry Permit must be filled out and posted at the entry into each space
- Only personnel who have completed the Confined Space Entry and Attendant course are allowed to enter into any confined space
- There shall be an attendant stationed at the entry point at all times
- A rescue plan must be established for each confined space

This policy applies to all employees of the company. Only properly trained personnel shall enter a confined space

Initially, all confined spaces are to be treated as a permit required confined space

Any employee who enters a confined space without being properly trained or not following the given procedures is subject to disciplinary action, including immediate suspension or termination.

### **EXCAVATION**

- No employ shall enter a ditch or trench excavated deeper than 5 feet in Oregon or 4 feet in Washington, unless it has been properly sloped, shored, and/or an approved trench box installed.
- Never dig before locating and properly marking all utilities

- Hand dig all utilities to locate them before digging next to, above, under, around, or near said utilities.
- The walls and faces of all excavations, in which employees are exposed to danger from moving ground, will be guarded by a shoring system, ground sloping, or some other equivalent means
- A ladder shall be provided for employees in a trench or excavation and will be as close to the employee as practical; in no case more than 25 feet away.
- When working near a traveled way, high visibility safety vests will be worn by all employees working at the trench or excavation site
- Shoring requirements will conform to the applicable state or federal rules for various soil conditions
- Shoring will be installed from the top down and removed from the bottom up on all excavations
- The foreman shall be responsible for properly shoring the trench or excavation
- The company shall be responsible for providing the foreman with the materials required and any assistance needed to shore the trench or excavation
- There will be a minimum of one “trained competent person” on an excavation job
- Unusual conditions or changes in soil composition will be brought to the attention of the supervisor immediately

## **OFF GROUND WORK**

### **LADDERS**

- Inspect ladders for defects prior to use
- Use ladders only for ascending or descending. Do not carry objects that will prevent you from grasping the ladder with both hands.
- If you must place a ladder in a doorway, barricade the door to prevent its use and post a warning sign
- Only one person may get on a ladder at a time
- Keep both feet on the ladder rungs. Do not allow your belt buckle to pass the side rail while working or climbing
- Do not jump from a ladder
- All joints between steps, rungs, and side rails will be tight
- Safety feet will be in good working order
- Rungs will be kept free of grease and/or oil

## **STRAIGHT OR EXTENSION LADDERS**

- All straight or extension ladders must extend three (3) feet beyond the support object when used as an access to an elevated work area
- After raising the extension portion of a two or more staged ladder to the desired height, check to make sure the safety dogs or latches are engaged
- All extension or straight ladders must be secured at the top and, when practical, at the bottom as well
- Portable ladders will be used at such pitch the horizontal distance from the top support to the foot of the ladder is approximately  $\frac{1}{4}$  of the working length of the ladder

## **STEPLADDERS**

- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top rung or platform of a stepladder as a step or stand
- Always level all four feet and lock spreader arms in place

## **SCAFFOLDING**

- Before starting work on a scaffold, inspect it for having the following: ladders, safety rails, toe boards, and planking in place and secure. Check that the locking pins at each joint and brace end are in place securely and that all wheels on a movable scaffold are locked.
- Any scaffold parts including accessories that are damaged or weakened will be replaced prior to use
- Scaffold platforms will not be less than 20 inches wide and approved for that purpose
- All scaffolds will be erected level and plumb
- Do not change or remove scaffold members unless authorized
- Do not ride on a rolling scaffold. Remove or secure all tools and materials on the deck before moving
- When work from a scaffold is over your head and you are looking up to do your work, there will be a full guardrail on the scaffold no matter how high (or low) the scaffold is above the floor

## **MANLIFTS**

### ***Scissor Lifts***

These will be equipped with standard safety rails and toe boards, and a local entrance. If your work takes you off the floor of the lift, you must use fall protection equipment

### ***Articulating Boom Lifts***

These will be equipped with standard safety rails, toe boards, and a lockable entrance. Personal Fall Arrest Equipment is required 100% of the time

### ***Manbasket equipped Forklift***

These will be equipped with standard safety rails, toe boards, and a lockable entrance. If your work takes you off the floor of the basket, Personal Fall Arrest Systems (PFAS) must be used. A positive means of attaching the basket to the mast of the forklift must be in place as well. When the manbasket is off the ground, the forklift operator must stay within view at all times (never more than 25 feet).

## **FALL PROTECTION WORK PLAN**

It is the policy of Phillips & Koch Construction, Inc., that all employees shall be protected from fall hazards when working on unguarded surfaces more than six (6) feet high or at any height above any equipment. The following addresses how this will be achieved.

### ***Who is exempt:***

- Employees making an inspection, investigation, or assessment of conditions.
- Employees installing fall arrest systems under direct supervision

## **PERSONAL FALL ARREST EQUIPMENT**

- Class III full body harness
- Lanyards with self-locking type snap hooks
- Self-contained retractable lifelines
- Nylon beam wraps and portable anchorage points
- “Beamers” for structural beams

## **DESIGNATED LOCATIONS**

- ***Stairwells:*** Employer will provide temporary standard handrail per structure safety standards.
- ***Elevator Shafts:*** Employer will provide temporary standard handrail per structure safety standards.
- ***Roof Openings:*** Employer will provide a means to protect employees from the danger of falling through a roof opening according to OSHA standards using either approved covers or guardrails.
- ***Wall Openings:*** Openings less than 39 inches from the finish floor will have temporary standard railing per construction safety standards. The definition of a wall opening is an opening larger than 18 inches in any dimension
- ***Low Slope Roofs: Less than or equal to 4:12 pitch***
  - Unprotected edges: The employer will provide a means to protect employees from the exposure of a fall hazard of more than six (6) feet using horizontal lifelines, catch platforms, or an approved fall arrest system.

- **Leading edges:** Constructing a leading edge with fall exposure greater than six (6) feet, employees shall be protected by guardrails, Personal Fall Arrest Systems (PFAS), safety nets, or any combination of the above.
- **Erection of Steel Skeleton:** Connectors are required to use manlifts as much as possible. In the event that connecting is being done off the iron, connectors are required to wear PPE and PFAS at all times, to tie off 100% of the time, and to walk the bottom flange of beams. All other tasks shall be done in accordance with 100% tie-off procedures using approved PFAS.
- **Excavations:** Each employee at the edge of an excavation more than six (6) feet deep shall be protected by guardrail, fence, or barricades when the excavations are not readily seen because of plant growth or other visual barriers. All wells, pits, shafts, and similar excavations with fall exposure greater than six (6) feet will be protected as well in a likewise fashion.
- **Dangerous Equipment:** All employees above dangerous equipment must wear their PFAS and be tied off 100% of the time.
- **Slab Edges and Blackouts:** Must be guarded to keep manlifts and material lifts from going off.

## **LOCKOUT / TAGOUT POLICY**

OSHA and Oregon-OSHA have adopted a standard for locking out and tagging out equipment. This lockout/tagout standard covers all situations where the energizing, start-up, or release of stored energy from machines or equipment could cause injury to employees. All affected employees will receive training by Phillips & Koch Construction in a written procedure. Only personnel properly trained in this procedure can work on equipment.

## **EMERGENCY PROCEDURES**

### **EMERGENCY PROCEDURES AND FIRST AID**

The purpose of an emergency action plan is to ensure the safety and well being of employees in the event of an emergency. The policy of Phillips & Koch Construction is that all of its employees will be currently certified in First Aid and Cardiopulmonary Resuscitation (CPR).

The company will provide an emergency plan for each job site. This plan will direct employees to first call for emergency medical services and then administer first aid as trained. The office is to be notified as soon as possible. Special focus must be given to blood borne pathogens due to threat of infection. Wear proper PPE if any bodily fluids are present.

The company will provide First Aid kits and fire extinguishers in all of its vehicles and gang boxes. Any of these supplies will be refilled as needed.

### **ACCIDENT PROCEDURES**

The following steps will be taken in case of an accident on the job:

- A person designated by the foreman will take the injured worker to an emergency room or call 911
- Notify the office of the situation by phone
- Fill out the Accident / Incident form

- Get paperwork from the doctor regarding the extent of the injury
- A witness report must be completed if an accident has occurred
- Return the worker to home or jobsite as directed by the doctor
- Secure the worker's tools and vehicle
- Return the required paperwork to the office
- Make note of any accident on the Daily Labor Report

## EMPLOYEE SAFETY POLICY ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have read Phillips & Koch Construction’s Safety Policy. I also agree with the concept of this policy and understand that my continued employment with Phillips & Koch Construction, Inc., is largely based on my safe and efficient work habits.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name (Please Print)**

## DRUG AND ALCOHOL RECEIPT AND TESTING AUTHORIZATION

Signing of this form authorizes Phillips & Koch Construction, Inc. to test the undersigned in accordance with the Policy. Signing also authorizes the laboratory, physician, hospital, clinic, or other qualified testing facility performing the test to release the test results to Phillips & Koch Construction, Inc. at any time during the undersigned’s current and future employment, and authorizes Phillips & Koch Construction, Inc. and the testing entity to release such test results to Phillips & Koch Construction, Inc.’s insurance carriers, including worker’s compensation carriers or state fund administrators, when, in the opinion of Phillips & Koch Construction, Inc. or the insurance companies, the results are relevant to a pending or potential future claim by the undersigned. The test results may be used in connection with worker’s compensation or health insurance claims, disciplinary, and all other purposes contemplated by the Policy.

This authorization shall remain valid for five (5) years from the date appearing below, or if later, until the conclusion of any worker’s compensation claim or other legal proceedings initiated by the undersigned.

The undersigned has the right to receive a true copy of this authorization upon his/her request.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name (Please Print)**