

Rockhaven Homes, LLC



SUBCONTRACTOR SAFETY & HEALTH PROGRAM HANDBOOK

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**OSHA Compliant System has been
developed for:**

**Rockhaven Homes, LLC
2021 Flightway Dr.
Atlanta, GA 30341**

Subcontractor Safety & Health Program Handbook

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Policy Statement

The management of the company are committed to providing a safe and healthful work environment for all our Subcontractor employees and others that may work, visit, or enter our facilities.

It is our policy to manage and conduct business operations in a manner that offers maximum protection to each and every employee and any other person that may be affected by our business operations.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our Subcontractor employees and others that may be affected as we conduct our business.

We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of a safety and health program is contingent and dependent upon support and involvement from management and all Subcontractor employees of the company.

This company will comply with all federal, state, and local safety and health regulations. Company management and supervisors will set an example of commitment to safety and health at this company.

This policy applies to all Subcontractor employees and persons affected or associated in any way by the scope of this business.

Authority and Accountability

Subcontractor accepts the responsibility for providing resources and guidance for the development and implementation of this Accident Prevention Plan.

Subcontractor is responsible and will be held accountable for the overall implementation of this Accident Prevention Plan. Subcontractor has the authority to delegate any or all portions of the plan to subordinates but will be held responsible for the performance of the plan. Management also has the authority to approve or carry out disciplinary actions against those that violate policies, procedures, or rules.

Subcontractor is/are responsible and will be held accountable to ensure that all Subcontractor employees under their control follow all safety and health policies, procedures, and rules established by this company. They are also responsible for administering training and guidance to Subcontractor employees under their direction. Management has/have the authority to reprimand and recommend disciplinary actions against Subcontractor employees that violate the safety and health policies of this company.

Subcontractor employees are responsible and will be held accountable for committing to the safety and health program, abiding by the policies, procedures, rules set forth by this plan, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

Subcontractor employees are encouraged to communicate their safety and health concerns with management to implement changes in our program where needed to reduce injury and illness exposures in the workplace.

Subcontractors that provide or perform services for this company, at any location/facility, will receive the Accident Prevention Plan for review. They are responsible for ensuring that all their Subcontractor employees' actions and the services delivered are in a manner consistent with our commitment to safety and health.

Subcontractor Commitment and Responsibilities

We recognize the success of any company endeavor is largely dependent on its entire workforce. This company recognizes the value of employee involvement to assist us in achieving the goals we have set for ourselves.

The company president aggressively solicits from all Subcontractor employees the assistance for, and commitment to, the implementation of the Accident Prevention Plan.

Subcontractor employees are encouraged and expected to become involved in all aspects of implementing this Accident Prevention Plan and fully participate in toolbox talks, site evaluations by management or our third party.

Subcontractor employees are expected to use established procedures to submit comments, information, and assistance where safety and health is concerned.

Subcontractor employees are expected to perform their job duties in a manner that is safe for themselves, as well as those around them.

Subcontractor employees are required to follow all safety and health policies, procedures, and rules established or followed by this company.

Subcontractor employees of this company will adhere to the safety and health regulations established by federal, state, and local agencies.

Subcontractor employees are expected and required to adhere to this company's safety and health program. This is not optional!

Subcontractor is required to conduct their own safety meetings, evaluations, reprimands in accordance with the own active safety program. Management reserves the right to request our Subcontractor files as proof of compliance.

Record Keeping

Management believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective record keeping program. The record keeping element is also essential in tracking the performance of duties and responsibilities under the program.

This company is committed to implementing and maintaining an active, up-to-date record keeping program.

Injury and Illness Data

Subcontractor will maintain records of all work-related injuries and illnesses of their employees.

The following forms or records are applicable only to work-related injuries and illnesses:

- Occupational Safety and Health Administration (OSHA) 300, *Log of Work-Related Injuries and Illnesses* or equivalent if required;
- OSHA 301, *Injuries and Illnesses Incident Report* or equivalent if required; *Employer's Report of Occupational Injury or Illness*; and
- record of first aid or other non-recordable accidents/ incidents.

The OSHA 300, *Log of Work-Related Injuries and Illnesses* or an equivalent record will be maintained at each work or job site. The OSHA 301 *Injuries and Illnesses Incident Report* or an acceptable substitute will be established, bearing a case number correlating with a case identifier on the OSHA 300 log and all pertinent and required information. The information contained in or entered on these records will be maintained current within seven calendar days after a recordable accident is reported. If an OSHA 300 is not required and not kept, an injury record must be kept to satisfy State requirements. The OSHA Form 300A *Summary of Work-Related Injuries and Illnesses* will be posted in a conspicuous location for employee review no later than February 1, for the previous calendar year and will remain in place until April 30.

All data pertaining to injuries or illnesses that did not require medical treatment or were otherwise not recordable on the above-mentioned documents will be maintained in written record form. This will include first aid treatment of any kind.

All injury and illness documentation will be reviewed annually in January by management and supervisors to analyze occurrences, identify developing trends, and plan courses of corrective actions.

These records will be maintained a minimum of five years or as required by law.

Safety and Health Surveys and Inspection/Program

Management will maintain and review records of all safety audits and inspections that are conducted within or that affect the company, our Subcontractor employees, or facilities.

Applicable forms and records:

- comprehensive survey reports and records of action taken; and

- documented checklists of self-inspection and records of action taken.

Reports generated as a result of comprehensive surveys conducted by outside professional agencies will receive immediate attention and consideration. All hazards identified and recommendations will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report. This documentation will also show the date corrections were made or actions taken.

These reports and all associated documentation will be maintained for record and periodic review. Members of management that receive these reports will ensure the corrective actions have been taken by the responsible personnel.

Checklists will be developed as part of the periodic self-inspection process. Checklists will be used and maintained including the name of the person performing the evaluation and the date the inspection takes place. The self-inspection checklists will be reviewed by management upon completion.

All discrepancies identified during the inspection will be evaluated as soon as possible. The periodic self-inspection checklists will be reviewed and evaluated on a regular basis to ensure current applicability. This review will be performed throughout the workplace with input from supervisors and Subcontractor employees. The checklist will be retained along with other applicable data for review. The list will be developed with the assistance of professionals providing comprehensive surveys (insurance field safety representatives, local fire inspectors, etc.). The hazards and recommendations noted in the comprehensive surveys will be given consideration for addition to the periodic self-inspection checklist. Area supervisors will be responsible for requisitioning and assisting in the correction process.

The formal Accident Prevention Plan components will be reviewed annually to identify insufficiencies or component failure. Each will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review.

Safety or Other Related Meetings

Management will maintain accurate records of all proceedings associated with the safety and health program of the company.

Applicable forms and records:

- minutes, records, and data resulting from safety meetings or other gatherings in which discussion occurs that affects the safety and health program.

Keep a record of all proceedings and appropriate management or other designated staff actions affecting the safety and health program. These records will include the name of the recorder, date, a list of attendees, details of the topics discussed, and action or corrective measures suggested, recommended, or taken. The purpose of these is to ensure that decisions affecting the safety and health program of this company are carried out, implemented, and that results are tracked.

Designate a recorder who will be responsible for the minutes or records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed, resolved, and the document closed with an authorized signature.

Training Records

Management will document and maintain records of all safety- and health-related training.

Applicable forms or records:

- training documentation records.

All safety and health related training provided to Subcontractor employees of this company will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for Subcontractor employees on an individual basis. Records and documentation of training will include the presenter's name, date of training, topic or subject, legible identification of the attendee, and attendee's signature. The person providing the training is responsible for generating the documentation. The training record will become part of the employee's permanent file and will be maintained for a minimum of five years or as required by law.

Accident Investigation

Management will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed.

Applicable forms and records:

- accident investigation forms and supporting data including photographs; and
- records of corrective action or preventative measures implemented.

All accidents and near miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either, will be investigated and documented.

All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by management, supervisors, and effected Subcontractor employees to establish all contributing factors and causes. From the investigation, a plan of corrective action will be established to prevent recurrence of the accident/incident.

The plan of corrective action and implementation will be documented and reviewed by management.

The investigations are to find out the facts, not to place blame. Any suggestions Subcontractor employees may provide on how to prevent future accidents or incidents are encouraged.

Equipment Inspection and Maintenance

Management will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility for a minimum of five years or as required by law.

Applicable forms and records include:

- routine inspection and maintenance records;
- documentation of services performed by contract agreement;
- documentation of repair and replacement of parts or equipment; and
- manufacturer's instructions for operation and maintenance of equipment.

Accurate records will be maintained involving all routine inspection and maintenance procedures performed on equipment at this company. This documentation will be reviewed periodically by those responsible for maintaining equipment and facilities. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

Analysis

Management will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a monthly basis and will focus on hazard and injury analysis, and recognition of developing trends.

Trend analysis will identify recurring accidents and near-miss incidents resulting in or potentially involving: injury, illness, or property damage. The analysis will also recognize repeatedly identified hazards or violations needing corrective action to establish what plan component is failing that allows the hazard to exist.

Management will provide information and recommendations for corrective measures for trends developing in their areas. Subcontractor employees will be made aware of developing trends and hazard exposures as they are recognized. Subcontractor employees will be contacted to provide their input on the methods they think would be successful in reversing any identified negative trends. Trends of accidents or hazard recurrences will be a focal point for corrective action and employee training.

Management will follow up on corrective measures at each location until the causal factor has been eliminated or controlled.

Employee training records will be reviewed annually to ensure an adequate and effective training program is maintained. Subcontractor employees will be interviewed periodically to establish their retention of training and determine when information should be updated.

Safety and Health Training

Management is committed to safety and health related orientation and training. All Subcontractors are responsible to provide Initial and On-going training to their employees. The management of this organization will encourage and require involvement and participation of all managers, supervisors, and employees of the subcontractor.

Training Program Development

The training subjects and materials should be developed utilizing industry and site specific criteria relating to identified and potential hazards, accident and incident data, and training required by federal regulations. The orientation, and subsequent training sessions will include, but not be limited to, the following:

- hazards associated with the work area;
- hazards of the job or task assignment;
- emergency procedures;
- personal protective equipment;
- hazard communication (hazardous chemicals and materials);
- specific equipment operation training;
- employee reporting requirements;
- accident investigation (supervisors and other designated personnel);
- confined space entry; and
- any federally required training not included or addressed above.

Orientation

Orientation training must be administered to all new Subcontractor employees prior to the initial work assignment to any of our projects or sites.

The orientation will consist of all required training programs as well as job and site specific safety and health information. New Subcontractor employees will not be released to an individual job assignment until the individual has retained the minimal acceptable elements of the training provided and pertinent information to safely perform the assigned duties.

All Subcontractor employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information of the training prior to returning to any job assignment. Management or designees have the authority to assess training effectiveness and are responsible for enforcing implementation of criteria requirements of all training.

Documentation

Any and all safety and health related training administered or provided by our Subcontractor or designees will be documented with the following minimum information:

- date of training session;
- provider (name of person conducting training and affiliation, if not an employee of the company);
- subject matter;
- legible name of attendee(s) and supplemental identification if needed or required;
- signature or acknowledgement of attendance.

All training records and documentation will be produced to us upon our request and remain part of our records as well as a master record used to determine participation of all Subcontractor employees.

Ongoing Training

All managers, supervisors, and employees are required to participate and become involved in the ongoing safety and health training program. The frequency, repetitiveness, and subject matter will be determined by training assessments and audits to be performed by Management or designees and will be at intervals that ensure demonstration of adequate training. The assessments and audits will, for the most part, be informal questions and observations of employees and work areas.

At some point, a more formal survey, such as a written examination, may be required. At no time will an employee be approved to work more than 12 months without retraining. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information of the training prior to returning to any job assignment. Management or designees have the authority to assess training effectiveness and are responsible for enforcing implementation of criteria requirements of all training.

Safety Audit and Inspection

Management has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

Site Evaluations

Management will conduct weekly documented site evaluations at active sites for compliance to Company Safety Program and OSHA Standards. Findings and abatement process will be discussed during Safety Meeting immediately after evaluation.

Subcontractor employees will conduct constant informal inspections of their work areas and tools. If any potential exposures or deficiencies are identified, Subcontractor employees are expected to communicate these to their supervisors if the Subcontractor employees are not able to rectify the situation immediately.

All inspections will be conducted on an ongoing basis without interruption.

The checklist will become a part of the permanent record of the inspection and will serve as a confirmation of the audit. Each checklist will indicate the location, specific site or area inspected, name and title of the inspector, date of inspection, and corrective action taken for identified hazards or violations. The inspection report will be used in trend analysis and record keeping.

Subcontractor employees must be notified of the hazards that pose an immediate threat of physical harm or property damage, and informed of measures or steps that will be taken to eliminate, correct, or control the hazard.

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and time line has been established for eliminating each deficiency.

Comprehensive Surveys

This company has arranged for each operating location to receive a comprehensive safety and health audit by Management or designees on a regular basis. These audits will identify existing and potential hazards and noncompliance issues that should be addressed. The findings of the surveys will be discussed and recommendations for corrective actions suggested. Audits will also be conducted to evaluate the overall effectiveness of the Accident Prevention Plan and employee training. Recommendations will be made to enhance the performance of the safety and health program. Reports will be forwarded to management for review.

Accident and Hazard Investigation

Management is committed to and will correct or control all hazards identified through any of the avenues of recognition established. All identified hazards will receive a timely response.

Hazard Correction

Whenever possible and feasible, hazards identified at sites will be corrected eliminating the cause of the hazard at the source. This will include, but not be limited to, the following:

- discontinuation from use or removal of hazardous chemicals, materials, or substances from the workplace;
- discontinuation from use or removal of hazardous equipment until replaced or repaired;
- correction of any unsafe acts or conditions in existence, by service or training.

Hazard Control

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include, but not be limited to, the following:

- isolation of employee exposure to the hazard;
- guarding or displacement of employee exposure to the hazard; and
- preventive maintenance and repair of machinery and equipment.

Administrative procedures will include, but not be limited to, the following:

- written programs to establish administrative guidelines for safe work practices; and
- established and implemented work rules and procedures.

Work practices will include, but not be limited to the following:

- careful planning and performance of each assigned job, duty, or task;
- reduction in duration of exposure to hazards; and
- adherence to safety and health rules and procedures.

Personal protective equipment will be the control of last resort when all other means of eliminating the hazards have not provided adequate protection to the employee.

Accident Reporting and Investigation

Management will investigate all work related accidents and near miss incidents involving Subcontractor employees or company property to develop preventive measures and implement corrective actions.

Subcontractor Employee Reporting

All Subcontractor employees and associates are required to report to their immediate supervisor, any of the following:

- accidents or incidents with injury or illness of any magnitude (including first aid related cases);
- accidents or incidents resulting in property or equipment damage of any magnitude; and
- any near miss incidents that could potentially have resulted in injury or illness or property damage.

Subcontractor Reporting

Subcontractor will report the following as required:

• OSHA: Subcontractor must report:

All work-related fatalities within 8 hours.

All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

• Workers' Compensation Commission: Fatalities and accidents involving hospitalization of one or more employee injuries will be reported within eight (8) hours.

Accident Investigation

Subcontractor Management will be responsible for conducting investigations of accidents that occur in their areas or that affect Subcontractor employees under their supervision.

Upon notification of an accident or near-miss incident, the responsible supervisors will begin investigation to determine the following:

- how the accident or incident occurred;
- special circumstances involved;
- underlying, indirect, or associated causes; and
- corrective actions or preventive measures and controls.

Accidents and incidents involving situations where multiple supervisors are affected (an employee of one department injured in another) will be investigated jointly. The supervisor of the area where the incident occurred will be in charge of, and be held accountable for, the investigation.

Documentation

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record as a minimum, the following information is required for injury records:

- date and time of occurrence;
- name of person involved, job title, area assigned;
- date of birth, sex, wage, length of service, and social security number;
- location of occurrence;
- nature and severity of injury or illness;
- name of person conducting the investigation;
- name of immediate supervisor of employee;
- job assignment or duties being performed at time of incident;
- special circumstances or encumbrances;
- details of how the accident occurred;
- injury and part of body affected;
- description of any equipment affected or involved;
- names and comments of witnesses;
- direct cause;
- indirect, underlying, or contributing factors (including fault or failure in safety and health program elements); and
- corrective action implemented or preventive measures taken (including safety and health program adjustments).

Reprimand Policy

Management has developed a disciplinary policy that applies to the safety and health program of this company. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures established by this Accident Prevention Plan to promote a safe and healthful working environment. The disciplinary policy applies to all Subcontractor and their employees while performing work on our sites company in accordance with the following:

Verbal Warnings

Management or supervisors may **not** issue verbal warnings to Subcontractor employees that commit minor infractions or violations of the safety rules or safe work practices

Written Warnings

Management or supervisors may issue written and/or financial warnings for the following:

- violation of minor safety rules or procedures;
- single serious violations of a rule or procedure that could have potentially resulted in injury to themselves, another employee and/or could have caused property damage; or
- activities that could potentially result in injury and/or property damage.

Disciplinary Leave

Supervisors may recommend, and management may institute for a Subcontractor employee, disciplinary leave for the above reasons and the following:

- a single serious violation of a rule or procedure that results in injury to an employee and/or property damage; or
- repeated violations and/or nonconformance to safety rules or procedures.

Termination

Supervisors may recommend and management may concur in the termination of any Subcontractor for repeated serious violations of the above circumstances.

Documentation

Violations of company or safety rules, regulations, or procedures will be documented by filling out a report on the Subcontractor. The report will state the type of violation and corrective action taken. The Subcontractor must read and sign the report acknowledging that they understand the seriousness of the violation.

Schedule of Enforcement Actions for Violations within a 1 Year Period

Minor Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	Written Notice
2nd	Written Notice	2nd	Written Notice
3rd	Written Notice	3rd	Financial
4th	Financial		
5th	Financial		
6th	Termination of Contract		

Major Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Reprimand	1st	Financial
2nd	Written Reprimand	2nd	Financial
3rd	Financial		
4th	Termination of Contract		

Monetary Enforcement for Major Violations will be at our discretion and could range from \$25.00 to \$1000.00

Site Evaluation scores of 75% or less may require further training in non-compliant areas as determined by Pike Consulting Group.

Safety Concentrations

Subcontractors should have a working knowledge of the below topics and ensure that their employees follow these rules and guidelines to maintain an overall safe work experience and not limited to the following:

Housekeeping

Subcontractors are to maintain a neat and orderly work area *as far as practical*. Housekeeping and general cleanliness have a direct effect on safety, health and injury prevention. Proper housekeeping can prevent slips and falls, allow proper egress in the event of an emergency, prevent falling object injuries and fire safety. Below listed are general housekeeping rules:

- a. All walking/working surfaces shall be kept clean and dry.
- b. Debris will not be allowed to accumulate.
- c. Stored materials will be neatly stacked at the job site.
- d. Nails will be bent over or removed to prevent puncture injuries.
- e. Stairways, entrances and exits will remain free of debris and properly marked for safe access.

Emergency Medical Response

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in order given:

1. **Call 911.**
2. DO NOT provide any medical assistance unless you are certified to do so.
3. Designate an individual to direct the emergency responders to the injured party and provide Safety Data Sheets if applicable.
4. Notify jobsite management and your office immediately.

Fire Prevention

Fire prevention deals not with handling a fire emergency, but rather preventing a fire in the first place. To reduce the likelihood of fire, subcontractors will ensure their employees adhere to the following rules:

1. Smoking is allowed only in designated areas not within 50' of any flammables or structure.
2. Chemical products will be handled and stored in accordance with the procedures noted on their individual SDS.
3. Heat producing equipment **will not be allowed without prior approval from Management**. All equipment must be maintained and operated per the manufacturer's instructions to prevent accidental ignition of combustible materials.
4. Precautions will be taken when working with an open flame and those areas will be made fire safe by removing or protecting combustibles from ignition.
5. Combustible liquids must be stored in approved Metal Safety containers. Red cans for gasoline, Yellow for Diesel and Blue for Kerosene. **Use of plastic containers is not allowed.**
6. Chemical spills -- particularly combustible and reactive liquids -- must be cleaned up immediately. Damaged chemical containers and cleanup materials must be properly disposed.

Information relating to appropriate personal protective equipment; proper disposal; proper cleanup procedures; required ventilation; etc. is found on the product's SDS and Hazard Communication Program.

7. Combustible liquids and trash must be segregated and kept from ignition sources.
8. Keep clear access to portable fire extinguishers as well as fire hydrants.
9. The subcontractor or competent person will notify all personnel of any unusual fire hazard conditions existing on a job site.
10. One 10# A/B Fire Extinguisher must be provided for every 3000 s.f. of structure. All employees must be properly trained on its use.

First Aid

Should a medical emergency occur, call 911 or, if 911 service is not available, call the emergency medical response phone number posted at the job site. Unless trained and licensed in CPR/first aid, employees will not expose themselves to blood or other bodily fluids of other employees at any time.

Per OSHA, first aid is limited to:

- a. Using a non-prescription medication, such as aspirin, at non-prescription strength.
- b. Cleaning, flushing or soaking wounds on the surface of the skin;
- c. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™.
- d. Using hot or cold therapy.
- e. Using any **non-rigid** means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- f. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- g. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- h. Using eye patches.
- i. Removing foreign bodies from the eye using only irrigation or a cotton swab.
- j. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- k. Using finger guards.
- l. Using massages.
- m. Drinking fluids for relief of heat stress.

First aid supplies generally include: adhesive bandages, bandage compresses, scissors, tweezers, triangular bandages, antiseptic soap or pads, eye dressing, and other items that are appropriate for the scope of work. The subcontractor's First Aid kits will be replenished as items are used and **readily accessible**. Sterile items will be wrapped and sealed and used only once. Other items such as tape or scissors can be reused and should be kept clean. In the absence of plentiful amounts of clean water, eye flush will be available.

Fluid Replenishment

Do not neglect your body's need for potable (drinkable) fluids.

On job sites, exertion, exposure and heat dictate the need for plenty of water.

Fluid intake keeps you healthy by allowing your body to maintain its core body temperature at its appropriate level as well as transporting, within your body, nourishment, gases, and waste.

Imagine your body as a water based chemical factory that functions only within a narrow temperature range. Sweating (water loss) cools your body and this fluid must be replaced.

Drink plenty of water and nutrient replenishing liquids!

Use of liquid dispensing coolers must be equipped with sanitary disposable cup dispenser, trash can and top must be secured to prevent contamination. Supplies must be available and accessible at all times.

Back Injury Prevention

Back injuries are often caused by the obvious, lifting an object that is too heavy or by putting excessive strain on the lower back while bending, twisting or lifting.

However, lifting injuries are also caused by less obvious reasons:

- a. Poor physical condition
- b. Poor posture
- c. Lack of exercise
- d. Lifting, pulling, pushing an object that is too heavy or awkward without seeking help or using a mechanical lifting device.)
- e. Excessive body weight

Proper lifting techniques are important for employee safety. Employees should:

- a. Lift objects comfortably.
- b. Lift, push, and pull with their legs, not their arms or back.
- c. When changing direction while moving an object, turn with their feet, not twist at the waist.
- d. Avoid lifting higher than their shoulder height.
- e. When standing while lifting, they should stand straight.
- f. When walking, maintain an erect posture, and wear slip-resistant, supportive shoes.
- g. When carrying heavy objects, carry them close to their body and use both hands.

- h. When lifting heavy or bulky objects, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc..
- i. When stepping down from a height of more than eight inches, step down backwards, not forward.
- j. Handling heavy objects close to their body, avoid reaching out.
- k. Lift gradually and smoothly and avoid jerky motions.
- l. Maintain a clear line of vision.

Slips, Trips & Falls

Slips, trips, and falls are among the most common job site incidents. Below are some of the causes of slips, trips, and falls:

- a. running on the job site.
- b. engaging in horseplay.
- c. working off a ladder that is not firmly positioned.
- d. carrying an object that blocks line of vision.
- e. work boots not laced.
- f. working off a scaffold without safety rails.
- g. using ladders that have oil and grease on the rungs.
- h. not using hand rail on steps.
- i. messy work areas with debris strewn about.
- j. not paying attention to what you're doing.

Subcontractors who observe the above types of work behavior will address the issues immediately to prevent employee injury.

Basic and Power Tools

Subcontractors, shall observe all work activities and will ensure their employees adhere to the below tool guidelines:

- 1. Tools must be used for the purpose for which they were designed.
- 2. Tool design limits must not be exceeded.
- 3. Tools will be inspected daily before use.
- 4. Tools will be stored properly.

Subcontractors will ensure that powered tools [electric, gas, pneumatic and powder actuated (Ramset) are operated by employees authorized to do so and that authorization will be granted only after they have demonstrated their ability to safely operate these items through training or experience.

Personal Protective Equipment (PPE)

Subcontractors will perform a hazard assessment to determine what types of personal protective equipment (PPE) are appropriate for the work at hand and mandate its use. The elimination of hazards through the use of feasible engineering controls or work procedures is always preferable to the use of PPE. The major hazard categories to address are but not limited to: impact; penetration; compression; chemical exposure; heat; harmful dust and noise.

Subcontractors will provide their employees appropriate PPE and ensure their employees understand the limitations of PPE; the correct procedure for putting on, adjusting, and removing PPE; and the proper care, maintenance, useful life and continued use of PPE. Use of Hardhats is required at all times while on sites.

Drugs and Alcohol

We strictly enforce our Zero Tolerance Drug and Alcohol policy. With the exception of over the counter drugs such as aspirin or drugs prescribed by a physician, employees may have no drugs or alcohol on any job site. A subcontractor will remove any employee who is working under the influence of drugs and/or alcohol and this will be immediately reported to the Management.

Subcontractors will assign an appropriate work assignment to employees who are taking medication prescribed by a physician that reduces their motor skills, those employees will not be allowed to operate machinery, tools or scope of work where Fall Protection is required. Subcontractor may be required to have a post incident drug screen performed on any employee job site injury requiring medical attention at your own cost.

Recognition of Specific Jobsite Hazards

Regardless of the work being done, subcontractor's employees, more than likely, will be exposed to various hazards created by other themselves or other contractors.

Subcontractors and their employees are required to be aware of these hazards. Moreover, they are required to be trained and knowledgeable in the specific work they perform and all jobsite hazards.

Subcontractors, utilizing random and frequent inspections, are to ensure that they and their employees work in a safe manner and in compliance with appropriate OSHA standards.

If a safety hazard exists that cannot be immediately corrected, they are to stop work and contact our Management.

Fall Protection

Subcontractors are required to have a Fall Protection Plan that incorporates:

Fall protection is required for employees working six feet or more above walking/working surface, when there is a potential for objects to fall on them, or when they are working around covers. The obvious hazard is falling or being hit by a falling object. Through documented training, employees must know where conventional fall protection systems are required such as when working on or around:

1. Unprotected sides and edges
2. Leading edges
3. Hoist areas
4. Holes greater than 4"
5. Formwork & reinforcing steel
6. Ramps, runways & other walkways.
7. Excavations
8. Dangerous equipment
9. Overhand bricklaying & related work
10. Roofing work on low-sloped roofs
11. Steep roofs
12. Precast concrete or form erection
13. Residential construction
14. Wall openings

Additionally, employees must receive documented training in:

- a. The selection, use, and maintenance of fall protection system(s).
- b. The types of fall protection systems:
 1. Guardrail system and mid-point bracing
 2. Personal fall arrest system(PFA)
 3. Safety net system (uncommon in residential construction)
 4. Warning line system
 5. Safety monitoring system
 6. Positioning device system with PFA system
 7. Controlled access zone (CAZ)
 8. Floor hole covers

Forklifts

Forklifts include: fork equipped “Bob-Cat” fork trucks, tractors, all terrain lulls, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

The primary hazards involved in truck operation are:

1. physically hitting a person/object with the truck or load.
2. having a load fall and hit the operator or other person.
3. having the truck tip and crush the operator or other person.
4. fire or explosion during refueling/recharging.

Subcontractor supervisors should ensure that truck operators are “Forklift Certified” and authorized to operate specific equipment by a third party company. Authority to operate a truck will be revoked if unsafe acts are observed or it is apparent that the operator has not retained the knowledge and job skills necessary to safely perform truck operations. Employees not involved with truck operations are required to stay clear of operating machinery due to limited visibility of the operator and the size and weight of the vehicle and load.

GHS Hazard Communication

Practically all chemical products have physical or health hazards if they are inadvertently spilled or improperly used. The subcontractor’s Hazard Communication Plan should detail the methods used to keep its employees informed of these potential hazards.

The subcontractor is required that all their personnel receive training and understand:

The importance and use of labels; safety data sheets (SDS) and the ready accessibility of SDS either printed or electronic form.

The physical & health hazards of chemicals used in the workplace.

The methods used to detect the release of a hazardous chemical. Training on the Global Harmonized System(GHS) and recognition of all Pictograms.

The methods to protect oneself from chemical hazards including PPE; work practices & emergency procedures.

The requirement to share product information with other on site contractors.

Respiratory Protection

As a subcontractor, it is extremely important that you do not allow your employees to be exposed to atmospheres that do not contain clean, breathable air free from contaminants that exceed permissible exposure limits. You are required to have and maintain a documented Respiratory Protection Program if your employees work with but not limited to chemicals, cement products, brick, masonry, stone, crystallite silica, drywall, lead exposure etc. As a competent contractor, it is your responsibility to be aware of the material hazards.

Because of the serious consequences of improperly using respiratory protection, those for whom it applies, must understand:

1. Medical approval for respiratory use is mandatory
2. The proper respirator selection process.
3. How to determine the service life of particulate filters.
4. Proper fit testing.
5. User self-seal tests.
6. Cleaning, inspection & maintenance of respirators.

Of course, job sites often contain nuisance dusts that do not exceed permissible exposure limits. In these cases, employees may wear dust masks for personal comfort. Supervisors should caution those wearing dust masks that they do not offer true respiratory protection.

Of course, job sites often contain nuisance dusts that do not exceed permissible exposure limits. In these cases, employees may wear dust masks for personal comfort.

OSHA standards require that if an employer provides respirators for employee voluntary use or if you provide your own respirator, you must be provided Appendix D of 29 CFR 1910.134. which may be obtained at www.osha.gov

Hazardous Jobsite Materials

On many job sites, the potential for crystalline silica exposure or lead **may** exist. Below is a brief explanation of the materials and hazards.

Crystalline Silica

Crystalline Silica can be readily found on many job sites in stone, drywall, concrete, caulks, masonry as well as many other products. Crystalline Silica can be released in the air when employees are performing such tasks as:

- a. Chipping, hammering, drilling, cutting, crushing, or hauling rock.
- b. Abrasive blasting or grinding.
- c. Sawing, hammering, drilling, or sweeping concrete or masonry.

Unprotected respiratory exposure to crystalline silica may cause a lung disease called silicosis.

Because of the chronic (long term) nature of these hazards, detrimental health effects due to exposure would not be immediately noticed.

The subcontractor's competent person on site will prevent exposures to these materials.

Areas that contain the above materials will be cordoned off and protected with appropriate warning signs to deny entry to unauthorized individuals.

Full Compliance is Mandatory to OSHA's Final Rule to Protect Workers from Exposure to Respirable Crystalline Silica as of June 23, 2016 Including a "Written Exposure Control Plan" for your scopes of work.

LEAD

Lead can be found in older jobsite water pipes, batteries, soldering, bullets, ammunition and paint. Lead is a heavy, toxic metal which can be absorbed into your body by ingestion and/or inhalation. It is a cumulative poison which can stay in your body for decades.

Subcontractor Health & Safety Program Handbook Acknowledgment

Company: _____

Hire Date: _____

I acknowledge that I have received, read, and understood the contents of the Subcontractor Health & Safety Program Handbook. I understand it is my obligation to provide a workplace that is free from recognized hazards for my employees and/or subcontractors.

I understand that I am responsible for the actions of my employees and/or subcontractors are specifically as they relate to safety and OSHA compliance. I certify that my employees and/or subcontractors are trained to complete their work tasks in a safe manner and in compliance with OSHA standards.

I will stop work if an unsafe condition is discovered and not resume work until it is resolved.

I understand that compliance with all stated company policies, including safety, is a condition of continued employment with this company and the complete program is available for my review at:

**Rockhaven Homes, LLC
2021 Flightway Dr.
Atlanta, GA 30341**

Signature _____ Date _____