

Bradbury Stamm Construction – Safety Directive

Safety Directive # 023-00

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SUPERINTENDENT’S DUTIES

Purpose

In order to create and maintain a *safe workplace* as required by law and protect employees*, each Bradbury Stamm superintendent is the key person to promote jobsite safety and implement the Safety Passport™ System. The following are the minimum duties to be performed by BSC’s superintendents on all Bradbury Stamm jobsites. Bradbury Stamm superintendents will:

- Ensure a Safety Passport is issued to each employee on the job;
- Ensure each employee and subcontractor employee will have their Safety Passport booklet on his/her physical person while on the jobsite;
- Ensure every foreman and subcontractor foreman carries a Foremen’s Safety Passport;
- Ensure operators of excavating equipment and forklifts carry an Equipment Operator’s Passport with current training;
- Arrange for daily checks to verify employees are carrying their Safety Passport;
- Preside over daily pre-task meetings before the start of work each day with BSC employees, and conduct stretching exercises;
- Arrange to have daily inspections performed by a competent person before employees use scaffolds, fall protection lifelines, safety harnesses and lanyards, guardrails, stairways and ladders, and enter excavations;
- Preside over post task planning at the end of each day to re-cap safety issues and the day’s activities with BSC employees.
- Preside over weekly safety meetings where pertinent parts of the Safety Passport will be read aloud to all employees on the jobsite. Ensure arrangements are made to have the Safety Passport read aloud in Spanish if needed;
- Arrange to have or self perform forklift and excavating equipment training before operators begin operating equipment.
- Read and have a working knowledge of the Safety Passport and Safety Directives;
- Conduct Pre-installation meetings in accordance with the Pre-install Safety Directive;
- Ensure subcontractor employees do not work at a BSC site without supervision**;
- Ensure subcontractors follow the Utility Protection Program;
- Enforce the Safety Passport.
- Walk the job daily looking for safety hazards and observe employees working.
- If it is not in the Safety Passport or Safety Directives call BSC President

*the term employee includes Bradbury Stamm and Bradbury Stamm subcontractor employees.

**It is the policy of BSC to have BSC supervisors on site when employees are working. This does not mean the superintendent cannot attend a meeting or get materials, but means a BSC employee able to contact the superintendent or project manager is on-site. In rare cases a subcontractor may work on their own, but they must inform the BSC superintendent of the work to be performed, hazards to be controlled and safety practices to be implemented and agree to consult the Safety Passport before starting work.