

Bradbury **Stamm** **COMPANIES**

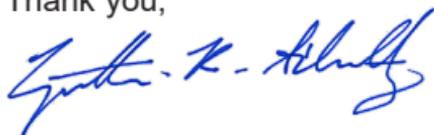
EMPLOYEE SAFETY PASSPORT

rev. 05/18

Bradbury Stamm (BSC) welcomes you to our construction project. We invite and encourage you as an employee/subcontractor to join us in making this project a safe one. We are providing you with a safe environment and proper equipment, so that you will be working in the safest conditions. However, safe conditions are not enough; safe work habits are a vital part of a successful program. This handbook is provided as a basic guide to your safe conduct on the job. Read it carefully, learn the general safety rules and keep the handbook with you at work at all times. If there is anything in here you do not understand, ask your supervisor. They will be glad to help.

Remember, our having a good safety program depends on you!

Thank you,



Cynthia K. Schultz
CEO

Bradbury Stamm Construction, Inc.

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1. General Safety Rules

- a. Report to work rested and physically fit to perform your job.
- b. Wear clean clothing suitable for the weather and your work. Torn or loose clothing, cuffs and ties are hazardous. Minimum clothing is a full t-shirt and full-length trousers.
- c. Wear good work shoes, preferably safety shoes. No tennis shoes, open-toed shoes, or shoes with high heels.
- d. Use correct gloves when welding, handling chemicals, rough materials or items with sharp edges.
- e. Jewelry that can get caught or snagged by work practice should NOT be worn.
- f. Keep horseplay and roughhousing away from the job. Practical jokes often become painful injuries.
- g. Anyone involved in verbal abuse, harassment or fighting on the job may be subject to immediate dismissal.
- h. Never point an air hose at anyone or use it to clean clothing.
- i. Use only designated toilets.
- j. Inspect your safety equipment daily. If defective, do not use. Report it to your Foreman immediately.
- k. Work with care and good judgment at all times to avoid accidents – even if a specific safety rule is not contained in this manual.
- l. Soft drinks, food, etc., are not to be cooled in drinking water kegs or ice storage boxes.
- m. Do not operate any vehicle or equipment unless authorized by your foreman.
- n. The use of Alcoholic Beverage and/or Illegal Drugs is strictly prohibited on any BSC project, and in any BSC vehicle, and may be subject to immediate dismissal.
- o. Do not violate company Safety Directives. See your Foreman to become familiar with all Safety Directives that apply to your work.

2. Reporting Injuries

In order to receive medical treatment, it is a requirement and the policy of this company that you report any injury to your Foreman or other company supervisor on the same day of the injury, whether or not you go to the doctor that day.

3. Your Foreman

- a. If you do not understand any safety rule, ask your Foreman to explain it.
- b. Before doing a job where you are not familiar with the hazards, ask your Foreman to show you the safe way to do the job. They'll be glad to do it.
- c. Give your wholehearted support to safety activities. Preventing accidents depends mostly on you!

4. Unsafe Acts or Conditions

Report or correct any unsafe acts or unsafe conditions or equipment to your Foreman immediately.

5. Work Areas

- a. Be aware of work going on around you, keep clear of suspended loads, traffic areas, etc.
- b. Before entering new work areas, familiarize yourself with any unusual hazards.
- c. Place barricades to warn traffic, overhead dangers, open footings, excavation, swing radius of crane cab., etc.
- d. Work, eat lunch, etc. only in your work area.
- e. Remove nails from crates and lumber immediately.
- f. Stay in your assigned work area. Do not wander around the jobsite.
- g. Do not cross or remove "Caution Tape" or flagging. Respect all warning lines.

6. Housekeeping

- a. Keep materials orderly; prevent piles of materials from falling or shifting (tie down or support if necessary).
- b. Clean up any oil, liquids, or other materials spilled or dropped on stairs, walkways, ladders or floors. Place your lunch sacks, paper, and soft drinks or other containers in trash barrels.
- c. Have all cords, welding leads, hoses placed to avoid tripping hazards or from getting damaged.
- d. Keep loose materials off stairs, walkways, ramps, platforms, scaffolds, etc.
- e. Put or replace caps on rebar and grade stakes.

- f. Do not work in areas with inadequate lighting. Tell your Foreman and he/she will get it corrected.
- g. Keep all stored materials a minimum of 6' away from any shaft opening and 10' from building edge.
- h. Secure material and equipment so it will not be blown out of the building.

7. Lifting

- a. Check for a clear path first. Then have a clear view while carrying load.
- b. Avoid back strains when lifting (including shoveling) by following these few simple suggestions:
 - (1) Take a good look at what you're going to lift. If it is too heavy or bulky for you, get help. (Another employee, chain hoist, forklift, crane, etc.)
 - (2) Get a firm clear footing and keep your feet about shoulder distance apart.
 - (3) Squat down, keep whatever you are lifting close to you and lift with your strong leg muscles keeping your back straight.
 - (4) While carrying whatever you have lifted, avoid twisting of the body as much as possible.
 - (5) When setting the object down, reverse the lifting procedure; that is, keep your back straight and lower with your leg muscles.
- c. When carrying long objects with another employee, be sure you both carry the load on the same shoulder.
- d. Have just one person give commands when teaming big loads.

8. Drugs and Alcohol

Possession, consumption or use of alcoholic beverages or illegal drugs (including marijuana) is not permitted. Anyone violating this policy will be subject to immediate termination. You must pass a drug screen prior to employment, after any accident, at any time that your Foreman or other Company supervisory personnel suspect that the policy is being violated. Random drug tests may also be requested.

9. Safety Meetings

Attend all safety meetings and safety training classes held at your job site. You will get the latest information on what the company is doing and what you can do to keep from getting hurt.

10. Hard Hats

- a. Hard hats are to be worn whenever there is an overhead hazard, work is being performed overhead or a hazard from falling objects.
- b. Employees will have a hard hat with them on all jobsites.
- c. During the final stages of construction (touch-up paint, carpeting, floor waxing etc.) the wearing of hard hats may not be required as the site Superintendent sees fit.

11. Eye Protection

General-purpose safety glasses will be issued to employees and must be on their person at all times. Eye protection must be worn when:

- a. Using grinders (all types), using cleaning materials, table saws, jack hammers, chipping guns, masonry saws, welding or cutting torches (under welding hood in arc welding), nailers, powder actuated tools.
- b. Cleaning a weld or when the wind is such that it is blowing dust, sand, rust or other particles about.
- c. Handling material in powder form such as cement or when mixing or cleaning brick with acid or other cleaning material.
- d. There is danger of concrete or mortar splashing in the eye.
- e. Filing or buffing any material.
- f. Working near persons whose work requires them to wear eye protection.
- g. There is other dangerous exposure to your eyes.
- h. Sunglasses are okay for outside but clear glasses are to be worn with the employee for inside work.

12. Respirable Dust Protection

1a. Respirable crystalline silica is made by cutting, grinding, polishing, jackhammering and drilling materials containing sand such as concrete, asphalt, block, brick, tile, mortars and grout.

Always use water and/or vacuum systems to prevent silica from being inhaled.

1b. Have your Foreman train and sign your Silica Exposure Log whenever you alter silica (sand) containing materials by methods listed in a. above. Fill-out Silica Exposure Log every day you alter silica containing materials.

1c. Be sure to not expose other employees around you to respirable silica.

2. Dust masks should be used when spray painting, handling cement, lime, or when exposed to a steady dust hazard. Special equipment is required when sandblasting, welding, and cutting in confined spaces, on galvanized material or metal coated with red or zinc chromate - See your Foreman under these circumstances.

13. Fall Protection

Employees within 6 feet of a fall hazard greater than 6 feet in height shall be protected from falling by:

a. Guardrails - 42" high \pm 3", strong enough to withstand 200 pounds in down and outward directions, a mid rail is required. If persons are working or walking beneath or next to the fall zone a toeboard will be included or the area will be restricted to:

(1) Lifelines, seat harnesses, full-body harnesses, lanyard and static lines connected to anchor points capable of supporting 3,000 pounds. Safety belts are not allowed.

(2) A lifeline and harness shall be used in all areas where materials are loaded, landed or unloaded if an employee is within 6 feet of the edge. Check your harness carefully each day. If defective, do not use, return it to your Foreman. Some alternative fall protection methods are allowed. See your Foreman.

14. Hearing Protection

a. Hearing protection must be in your possession at all times

while on the job.

- b. Wear your hearing protection when around noise, even if you are not operating the equipment.

15. Hand Tools

- a. Inspect tools before using to make sure they are not defective.
- b. When hand tools are not in use, lay them down in a safe place where they will not fall on a fellow worker or cause him/her to trip.
- c. Do not carry hand tools up or down a ladder; use a rope or tool belt.
- d. Know the correct use of hand tools before using; use the right tool for the job. If you are not sure how to use any tool talk to your Foreman, they will instruct you on the proper and safe use of any tool.
- e. Have tools, with burred or mushroomed heads, ground down. Keep cutting tools sharp and carry in a container or on a tool belt (not in your pocket).
- f. Do not use tools with split, broken, or loose handles.
- g. Be sure you have a clear area behind you before swinging a sledgehammer, axe, pick, or other tools or materials.

16. Portable Power Tools

- a. Be sure the electrical tools, such as portable power saws, grinders, drills, etc. are grounded (unless they are double insulated tools). Do not stand in water or on damp ground when using tools. (Report any minor shocks to your Foreman)
- b. Make sure the tool has the proper guard and never block or lock the guard in an open position.
- c. Never block or lock the safety switch on a power tool so that it will operate the tool.
- d. Keep extension cords and power cords out of the center of walkways and off of ladders and stairways.
- e. Never point a compressed air tool or powder-actuated tool at yourself or a fellow employee.
- f. Only qualified personnel should operate or service power tools.

- g. Do not use defective power tools. Report condition to your Foreman.
- h. Right-angle grinder MUST be equipped with half moon or 180° guard.

17. Powder Actuated Tools

- a. Never use a powder actuated tool unless you are properly trained and have a VALID CERTIFICATE CARD in your possession.
- b. Always wear eye protection and hearing protection.
- c. Do not shoot through sheetrock or plywood without making sure no one is on the other side.

18. Machines

- a. Before starting machinery, opening valves, switches, etc. check to make sure fellow employees are in the clear and have all safety guards in place.
- b. Never adjust or repair machinery while it is running.
- c. Operate machinery and vehicles within safe speeds and at rated capacity.
- d. Never refuel an engine while it is running.
- e. When using a gasoline or diesel engine in an enclosed area, be sure to vent the exhaust outside.
- f. Never use an air hose for pressure to empty gasoline drums.
- g. Do not start or use any machinery unless you have been authorized to do so.
- h. If you are in charge of a compressed air tank, be sure to drain the tank and test the safety valve daily.

19. Ladders

- a. Be sure straight or extension ladders are tied off at the top.
- b. Get someone to hold ladder while you are tying off, or if you can't tie it off.
- c. Make sure extension ladder locking clamps are in place before using.
- d. Have ladder reach at least 36" above landing for easy access.
- e. Use only sturdy ladders on firm level base at a 4 to 1 pitch and have clear access at top and bottom.

- f. Do not try to get additional height from ladder by placing it on a makeshift cribbing such as boxes, boards or scaffolds.
- g. Do not place a ladder in front of a door unless it is locked, barricaded, or guarded by another employee.
- h. Always engage snap spreaders on stepladders.
- i. Face ladder when climbing up or down; use both hands. Use hand line to lift or lower loads.
- j. Portable metal ladders must not be used for electrical work or around electric lines.
- k. Never work off of the top two steps of a ladder.
- l. Inspect all ladders daily or before use.

20. Scaffolds and Aerial Lifts

- a. Scaffolds are to be erected only by employees trained to erect scaffolds. See your Foreman.
- b. Do not get on scaffolds until they have been inspected by the competent scaffold person.
- c. Scaffolds are to be inspected every day before employees get on the scaffolds. Before any employee is allowed on any scaffold it must have a **GREEN** tag attached.
- d. Scaffolds with a fall height greater than 10 feet must have guardrails.
- e. Whenever working in any aerial lift in which the manbasket extends beyond the perimeter of the vehicle's wheels you must wear a safety harness and lanyard tied to the approved anchorage point.
- f. Do not stand on the guardrails unless connected to the manbasket with full body harness and lanyard.

21. Floor Openings

- a. Keep materials away from entrance or exits of stairs, hoists and elevators landings, traffic lanes and ladders.
- b. Avoid shortcuts - use ramps, stairs, walkways, ladders, etc.
- c. Do not work in areas with inadequate lighting. Tell your Foreman and he will get it corrected.
- d. When necessary to remove guardrails around a floor opening or building perimeter, make certain they are replaced each time you leave the work area and immediately upon completion of work.

- e. Keep all stored materials a minimum of 6' away from any shaft opening and 10' from building edge.
- f. Secure material and equipment so it will not be blown out of the building.
- g. Any floor opening greater than 1.5" in the least dimension must be covered and secured with a suitable covering marked "hole" and "oiyo."

22. Hoists

- a. Ride the personnel hoist only; never ride a material hoist.
- b. To prevent overloading of a personnel hoist, you must follow hoist operator's instruction for the loading of people or material.
- c. When hoisting pipe or material that must stand upright, secure it to prevent ends from catching in the hoist tower. Never ride a material hoist to hold the material.
- d. Be sure to close hoist way gate after unloading.
- e. When loading or unloading a material hoist, never stay on it longer than necessary.
- f. Be sure to replace the guard rails at the hoist landing.

23. Electrical

- a. Consider all wire "live" until checked out.
- b. Never remove or cut ground prong of any electrical tool or extension cord. PLUG INTO MATCHING RECEPTACLE ONLY.
- c. All electrical power tools and extension cords should have RUBBER insulation. Damaged cords should be repaired or replaced immediately. Only type "S" cords are permitted.
- d. All repairs to electrical tools and extension cords must be made by qualified personnel only.
- e. Do not drive vehicles, aerial lifts or rolling scaffolds over extension cords.

24. Compressed Gas Cylinders

- a. Always turn cylinder valves off when not in use or when unattended for an extended period of time, such as during the lunch period.
- b. Always secure a cylinder, full or empty, in an upright position.

- c. When cylinders are lowered or hoisted, use a skip box, net or cart. Never use a choker or hook on to the valve cap.
- d. Never store oxygen cylinders near flames, flammable, or combustible liquids or materials, oil, grease, or within 20 feet of fuel gas cylinders (acetylene, propane etc.).
- e. Keep oily rags and oily gloves away from oxygen cylinders. (This could cause an explosion)
- f. Keep valve caps on cylinders, full or empty.

25. Fire Prevention

25.1. General

- a. Know the location of and how to use fire extinguishers and fire hoses.
- b. Take extra care in disposing of cigarette butts and matches. Extinguish thoroughly. When in refineries or chemical plants, or waste water plants smoke only in designated areas.
- c. Flammable liquids should be transported and stored only in the original container or in an approved metal safety can with self closing lid or nozzle.
- d. Store oily rags or paint rags in covered metal containers.
- e. Be sure there is a fire watch before welding or cutting above combustible materials.
- f. Tell your Foreman if you use a fire extinguisher so it can be refilled.

25.2. Fire Protection for Wood-Frame Construction

This section applies to all wood frame construction on BSC sites and on sites where questions of flammable or combustible material may create a fire hazard as determined by the job Superintendent and/or Safety Director.

- a. Housekeeping is critical to avoid fires. Sweep up sawdust and ends of sawed materials at the end of every shift.
- b. No smoking will be permitted anywhere on the jobsite with the exception of a single, posted smoking area. Ask your Foreman if you need the location of the smoking area.
- c. Do not start work until fire hydrants are live and hoses and

hydrant wrenches are at the fire hydrant.

- d. A fire watch shall be posted for at least one hour whenever open flame or similar source of ignition is used. The fire watch will have means with them to extinguish flame or smoldering material.
- e. Plumbers using torches to sweat pipes will have a spray bottle on hand which shall be used to pre-wet and soak (douse) combustibles affected by the heat source. Plumbers must have within arm's length a functioning fire extinguisher.
- f. When requested, employees will attend training on fire prevention and fire suppression.

26. Excavations

- a. Never enter an excavation or trench more than 5' deep unless it is shored or sloped.
- b. In any trench 4 feet or greater in depth that you cannot walk out of, place an access ladder within 25' of any workman.
- c. When digging a trench, place soil (dirt from the excavation) at least 2' away from edge of excavation. Remove surface rocks, clods of dirt or other debris that could fall.
- d. All employees entering excavations must have training.

27. Clearing and Grading Equipment

- a. Always operate a dozer, scraper, grader, backhoe / loader etc. at a safe speed.
- b. Only the operator should be on the operating platform or seat. No one else should be on the equipment.
- c. Walk around your equipment before starting up to make certain no one is in a danger zone.
- d. Always be aware of those persons working around your equipment.
- e. Always wear your seatbelt.

28. Safe Driving

- a. Do not ride on vehicle or mobile equipment except on seat or designated passenger platform.
- b. Do not ride in the back of pickups unless approved by BSC

Superintendent.

- c. When driving about the jobsite, never exceed 15 mph. At all times observe the rules of safe driving.
 - d. Every day, check the company truck you are driving to see that the brakes, turn indicator, head lights, back up alarm (if required) and stoplights are working properly.
- WEAR YOUR SEATBELT AT ALL TIMES.**

29. Protection of Public

- a. Anytime you see sightseers or children in the work area, ask them to leave so they will not be hurt.
- b. If there is danger of pedestrians, automobiles, etc., being struck by falling materials that you are working with, tell your Foreman so he can arrange the necessary protection.
- c. Direct any visitors without hardhats to the job office for proper job clearance.
- d. Do not visit with students on schools.

30. Hazard Communication Program

This Company has a written hazard Communication program, and in accordance with OSHA Standard 1926.59, the following items are available to you at your request:

- a. A copy of the Company's written Hazard Communication Program;
- b. A copy of the Company's "List of Hazardous Chemicals" for your workplace; and
- c. Copies of Safety Data Sheets (SDS) for any covered chemicals to which you are exposed. To obtain any of this information, contact your supervisor.

31. Health Hazard Evaluations Records

Upon written request, you may obtain a copy of any medical record or any analysis of sampling taken while on or near you with regard to your working conditions or workplace.

32. Civil Jobsites

- a. Flagmen are required when equipment crosses the streets not closed off. Flagmen must have passed a flagmen

- training course, ask your Foreman.
- b. Hardhats will always be with employees at all times when in trucks or equipment with a protective cab.
 - c. Safety vests must be worn at all times when around traffic and moving equipment.
 - d. Eye protection should be worn at all times. Glasses should have a UV coating to protect eyes from long-term exposure to sunlight.
 - e. Sunscreen is encouraged as are long-sleeved shirts.
 - f. Seat belts are to be worn at all times.
 - g. Riding in the back of trucks and equipment is not allowed, unless approved by the BSC Superintendent and the BSC Safety Director.
 - h. Hearing protection will be worn when sawing and jack hammering. Face shields or goggles will be worn when jack hammering or sawing.
 - i. Excavations cannot be entered until inspected by a Bradbury Stamm Competent Person. If a trench box is used, do not leave the protection of the trench box.
 - j. Support all cross lines, pipes, conduits, and wires.
 - k. Do not get under suspended loads.
 - l. Back-up alarms are required on water trucks, loaders, and excavators.
 - m. Use taglines when setting trench boxes.

33. Confined Spaces

- a. Confined spaces are not to be entered without the Foreman first checking the atmosphere.
- b. If a confined space has a hazard (hazardous atmosphere, engulfment, entrapment, etc.) that cannot be eliminated before entry, do not enter until the Bradbury Stamm permit-required Confined Space Competent Person authorizes entry. Ask your Foreman.
- c. Do not operate gasoline saws in deep trenches, manholes, or areas of poor air circulation without a ventilator and/or the supplied air hood.
- d. Jackhammer and chipping operations in confined spaces will be done only with supplied air hoods or ventilators and respiratory protection.

34. Air Test Balls and Plugs

- a. Test inflation of test balls and air plugs for leaks before use.
- b. Do not inflate while you are in a manhole.
- c. Face shields are to be worn when inflating and deflating.
- d. Stay out of the line of fire and keep back as much as possible.

35. Safety Violations

1. The FIRST Safety Violation is a written warning and will not result in penalty.
2. The SECOND Violation will result in employee being sent home without pay for the rest of the workday.
3. The THIRD Violation will result in employee being sent home without pay for the rest of current workday AND the following day.
4. The FOURTH Violation will result in three days without pay suspension and possible termination based on the recommendation of the Superintendent.
5. The FIFTH Violation will result in automatic termination unless the Superintendent requests an interview with the Safety Director and Human Resources Manager.

36. Equipment Operator's Safety Certification

(See Equipment Operator's Safety Passport on the following pages.)

VIOLATION LOG

RULE

DATE

1. _____

Violation _____

2. _____

Violation _____

3. _____

Violation _____

4. _____

Violation _____

5. _____

Violation _____

EMPLOYEE ORIENTATION ACKNOWLEDGMENT

I have received the Bradbury Stamm Employee Safety Passport. I have read and understand the General Safety Rules and agree to abide by the Safety Program while employed by Bradbury Stamm. I understand that I must keep this book with me at all times while at work, and if for any reason I do not have my Safety Passport with me, I understand that I will not be allowed to work or be on the payroll until I can present my Safety Passport.

I have read the consequences for each safety violation that is written in my Safety Passport and understand that if I reach FIVE Safety Violations, I will be automatically terminated unless the Superintendent requests an interview.

If I lose or destroy my Safety Passport a new Safety Passport will be issued after a THREE day without pay suspension is completed.

**After a 12-month period, all violations are erased, and a new Safety Passport will be issued.*

New book Issued _____ (Date)

Employee Name _____
(Please Print)

Employee Number _____

Employee Signature _____

Date _____

Silica Exposure Log

Trained by Competent Person - Name: _____

Date: _____

Date	Hours Worked	Tool Used	Control Method: Wet or Vacuum	Outdoors Yes/No	Work Location

Silica Exposure Log

Trained by Competent Person - Name: _____

Date: _____

Date	Hours Worked	Tool Used	Control Method: Wet or Vacuum	Outdoors Yes/No	Work Location

EMPLOYEE NAME

If you have questions about this document or the Bradbury Stamm Construction Safety Passport Program, contact:

Safety Director, Bradbury Stamm Construction, Inc.
505.765.1200

Bradbury
 **Stamm**
Construction Since 1923