

Bradbury Stamm Construction – Safety Directive

Safety Directive # 006-01

Original Issue Date: 07/26/2000

Revision Date: 11/01/2022

SAFETY PASSPORT™ POLICY

Introduction

The Bradbury Stamm Construction Safety Passport™ Program is the company safety program. New **Safety Passports** will be issued to all BSC field staff as well as anyone performing work on BSC jobsites as needed.

Policy

1. The **Safety Passport™** will be issued to all Bradbury Stamm Construction field employees including foremen, superintendents, project managers, yard and warehouse employees.
2. Superintendents will issue the **Subcontractor Safety Passport™** to every subcontractor employee working on BSC jobsites at the time these employees first arrive on the job, in accordance with Safety Directive #005-01 Subcontractor Safety Agreement (Exhibit A)..
3. Project Managers will ensure that the Safety Passport Program and its subparts are executed on all BSC jobsites.
4. The **Safety Passport** is the basic training manual. All safety training will come from the Safety Passport. Keep records of your meetings and which topics/page(s) training was conducted from. Be prepared to present training records to the BSC Safety Director, insurance company representatives, Worker's Compensation and OSHA officials. Document training in the margins of each passport with an initial and date.
5. Special safety training (confined space, excavations, scaffolds) not covered in the **Safety Passport** will be covered as needed by the superintendent or the BSC Safety Director.
6. Employees are to have the **Safety Passport** with them in order to work. Employees without their **Safety Passport** are not allowed to work until they can present their **Safety Passport**.
7. BSC Superintendents, Assistant Superintendents, Project Managers, Foremen, BSC Human Resources Manager, BSC Safety Director and BSC Safety Administrator are expected and obligated to enter violations in an employee's **Safety Passport**.
8. 8.Foremen who allow employees to work without their **Safety Passport** may be suspended for three (3) days without pay.
9. If an employee loses or destroys or is unable to produce his/her **Safety Passport** the Superintendent will issue a new **Safety Passport** after a three (3) day suspension without pay. If the same employee loses or destroys or is unable to produce his/her **Safety Passport** twice in one year the Safety Director or

Human Resources Director will interview the employee and decide whether to:

- a. To issue a new Safety Passport;
- b. To issue a new Safety passport after the employee serves a three (3) day suspension without pay; or
- c. To terminate the employee.

10. The superintendent will replace damaged, worn tattered and mutilated **Safety Passports** as necessary if the old **Safety Passport** is turned in. The superintendent will transcribe violations in the old Safety Passport to the new **Safety Passport**.

11. Violations shall be handled in the following manner:

- First Violation: employee will be written up and no penalty assessed;
- Second Violation: employee will be written up and sent home for the rest of the working day without pay;
- Third: employee will be written up and sent home for the rest of the working day and the following day without pay;
- Fourth: employee will be written up and sent home for the rest of the working day and three (3) days without pay; and
- Fifth: employee will be automatically terminated unless the superintendent requests an interview for the employee with the BSC Human Resources Manager or the BSC Safety Director.