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To:
Name
Street
City, state, zip code

SAFETY MANUAL

“The condition of being safe from undergoing hurt, injury, or loss.”

- a. A “Competent Person” for each trade is required to be present on job site at all times.
- b. Be constantly alert to unsafe acts or conditions.
- c. Train employees in proper practices and procedures for each new or repetitive task.
- d. Encourage employees to ASK if not familiar with proper safety practices.
- e. Enforce the use of personal protective equipment.
- f. Encourage them to be open about their problems so that management can schedule work around these limitations.
- g. Impress upon all workers the necessity to report all accidents immediately.
- h. Keep your mind on the job at hand
- i. Avoid horseplay.
- j. Advise all employees that drugs and alcohol on the work site are not acceptable and are grounds for immediate dismissal.
- k. Weekly safety meetings US Stucco superintendents and all on-site subcontractor representatives are mandatory as well as subcontractors’ weekly “tool box talks” with their employees.
- l. Train employees in hazard recognition and make regular (at a minimum) daily inspections.
- m. Acquaint yourself and other with overall preventative action necessary to maintain a safe site.
- n. Practice good housekeeping.

ACCIDENT REPORTING AND RECORD KEEPING

- a. US Stucco LLC's superintendent is to be notified immediately of any accidents.
- b. US Stucco LLC's superintendent is to inspect the location as soon as possible:
Take statements from witnesses, fax and written report to main office as soon as possible but no later than one hour after the accident.
- c. Within eight hours of an accident, complete to the extent possible:
 1. Bodily Injury Incident report:
 2. Property Damage Incident Report, and
 3. Workmen's Compensation Commission, Employees First Report of Injury, if applicable.
- d. Copies of all incident/accident reports are to be kept on site; originals are to be sent to the main office
- e. A serious injury or fatality is to be reported to OSHA within eight hours. This report will be made by the US Stucco LLC Safety Director or his Authorized Representative.

FIRST AID

- a. US Stucco LLC's site superintendent is First-Aid and CPR-certified.
- b. All subcontractors are required to have a First-Aid and CPR-certified individual on site at all times
- c. All subcontractors are required to have their own acceptable First Aid kit on site.
- d. M.S.D.S on site or readily available.

HOUSEKEEPING

- a. Work areas, walkways and stairs must be clear of debris.
- b. Cords and hoses must be properly supported overhead.
- c. Access to ladders cannot be blocked.
- d. Clean up is a daily requirement.
- e. Remove or bend nails protruding from lumber.
- f. Remove combustible material on a regular basis.
- g. Containers are required for collection of trash and debris.

SANITATION

- a. Provide drinking water.
- b. Provide disposable cups and dispenser.
- c. Provide adequate and clean toilet facilities (one unit per 15 employees).
- d. Properly dispose of coffee cups, empty bottles and cans, and debris left over from break or lunch.

- e. After finish floor installation begins, no eating, drinking or smoking is allowed inside the building.

EXCESS NOISE, AIR CONTAMINATION, VENTILATION, AND ILLUMINATION

- a. Ear protection must be available and used properly whenever:
 - 1) Jackhammer work is in progress.
 - 2) Powder-actuated tools are in use
 - 3) Pile driving or sheeting work is in progress.
 - 4) Torturing T.C. bolts with an air gun/riveting.
 - 5) Concrete sawing or grinding is in progress.
 - 6) Any operation creating sound levels above 90 decibels is in progress
- b. Consider whether respirators are required when air contamination is possible.
 - 1) If required, fit test record and training record must be maintained.
- c. Consider proper ventilation systems, such as fan discharge, encapsulation, etc., if conditions require.
- d. Adequate illumination must be maintained – 5-foot candles, minimum.
- e. If hazardous material is encountered or suspected, stop all work in the area and prevent access. Contact a local hazardous waste contractor. Notify proper authorities.

PERSONAL PROTECTIVE EQUIPMENT

- a. Hard hats **MUST** be worn at all times and cannot be worn backwards.
- b. Long pants and shirts are required at all times.
- c. Safety glasses and/or face shields must be worn whenever there is a potential for harm to the eyes or the face.
- d. Hard-soled work boots are mandatory at all times.
- e. Ear protective devices must be worn whenever noise levels or exposure cannot be reduced to 85 DBL's.
- f. Welding goggles must be worn whenever welding work is performed. (Filter lenses or plates of at least proper shade number).
- g. Respirators or masks must be used whenever the potential for hazardous airborne matter may be present.
- h. Safety harness, lanyards, life lines must be used whenever the potential fall distance exceeds 6 feet.
- i. Specialty gloves must be used in all potentially harmful situations.
- j. Life jackets, ring buoys, skiffs must be used whenever working over or near water.
- k. Laser safety goggles are required whenever exposure to laser beam exceeds 5 milliwatts.
- l. Laser warning signs must be posted whenever.

EMERGENCY ACTION PLAN

- a. Plan requires:
 - 1) Posted evacuation route;
 - 2) Method of alerting employees in an emergency;
 - 3) Emergency action training (documented);
 - 4) Specified assembly area.
- b. Written Emergency Action Plan required.
- c. Practice evacuation and assembly.

FIRE PREVENTION AND PROTECTION

- a. Establish “smoking prohibited” areas with signs.
- b. Stand-by fire watch and limited access zone required for all overhead welding and/or cutting.
- c. Storage within 3 feet of any door used as access/egress is prohibited.
- d. Access aisles are required between stored items.
- e. Water-filled barrels, marked and accessible, if used for fire protection.
- f. Storage within 50 feet of flammable material is prohibited.
- g. Fire extinguishers must be tagged and updated yearly; inspected monthly.
- h. Fire extinguishers are required, one at each level and one every 3000 sq. ft. ABC type. 10lb min.
- i. Written program is required.
- j. Fire prevention and protection training (documented) is required.
- k. Notify local fire department of activities and any hazardous material on site per “Community Right To Know” law.
- l. Standby fire watch required for 30 minutes after any burning, welding, or other “hot work” is performed.

HAND AND POWER TOOLS, ABRASIVE TOOLS, WOODWORKING TOOLS

- a. Proper guards are required on all power tools.
- b. Positive “ON-OFF” switch is required on portable sanders, grinders with wheels 2” diameter or less, routers, planers, trimmers, nibblers, shears, scroll saws and jigsaws.
- c. Momentary contact “ON-OFF” switch required on portable drills, tapers, drivers, grinders with wheels larger than 2’ disk or belt sander, reciprocating and saber saws.
- d. Constant pressure switch required on all other hand-held power tools including circular saws, chainsaws and percussion tools.
- e. Exceptions: concrete vibrators, concrete breakers, powered tampers, jackhammers, rock drills, etc.
- f. It is a violation to permit the use of unsafe hand or power tools.
- g. No fuel-powered tools are allowed in any confined space workplace.

- h. Personal protective equipment if required if any employee will be exposed to: falling, flying, abrasive or splashing objects, or harmful dusts, fumes, mists, vapors and gases, or noise levels above 90 dbL while operating or using any tool.
- i. Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
- j. Do not exceed manufacturer's safe operating pressures.
- k. All hoses exceeding 1/2" inside diameter must be equipped with a pressure reducing valve at the source of supply in case of hose failure.
- l. Only trained and licensed employees shall be allowed to operate powder-activated tools.
- m. Daily inspection required, before use, for all powder activated tools, and defects discovered before or during use shall be corrected.
- n. Tools shall not be loaded until immediately before use.
- o. Loaded tools shall not be left unattended.
- p. Electric power tools shall be either double insulated or used only with a G.F.C.I. system.
- q. Wrenches with sprung jaws shall not be used.
- r. Impact hand tools must be kept free of mushroom heads.
- s. Wooden handles of tools must be secure and free of splinters and/or cracks.
- t. Belt sanding machines must be guarded at the point where the belt engages the pulley. (NIP point).
- u. The unused run of the sanding belt shall be guarded against accidental contact.
- v. Handfed jointer with horizontal cutting head shall have a guard, which will automatically adjust itself to cover the unused portion of the head as well as a guard that covers the head back of the fence.
- w. All woodworking, shop type tools, must be equipped with a disconnect switch that can be locked or tagged in the OFF position.

- x. Compressors used for cleaning must not exceed 30 psi. This requirement does not apply to concrete forms, mill scale and similar cleaning operations. Personal protective equipment must be worn when using compressors for cleaning.

THE UNDERSIGNED acknowledges and agrees to all the terms and conditions:

Subcontractor: _____
Company Name

By: _____
 Signature

 (Print Name and Title)