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## CONSTRUCTION SAFETY AND HEALTH POLICY

### WELCOME!

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osha/consult/bcs1.htm>

Remember: A written safety/health program is only effective if it is put into place!

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**YOUR COMPANY**

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**(ADDRESS)**

**SAFETY AND LOSS CONTROL PROGRAM**

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**(DATE)**

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Safety and accident prevention is everyone's responsibility. Each employee is expected to follow all company rules and to perform their work in a safe manner. Each supervisor and foreman is responsible for safety, implementing the \_\_\_\_\_(your company) safety program, and training employees in safe work procedures. The superintendent has overall responsibility for safety at each location. Mr./Ms. \_\_\_\_\_ has the corporate responsibility and authority for safety and accident prevention. This company's policy is to provide a safe and healthy place of employment for every employee and to abide by regulations set forth by federal, state and local governments.

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\_\_\_\_\_(YOURCOMPANY) is sincerely interested in the safety and welfare of our employees. Accident prevention is essential in maintaining an efficient operation..

It is our policy that our safety rules shall be strictly observed at all times. Although these rules are to be considered very important, it is impossible to publish a rule that covers every circumstance. If a rule that might cover a specific hazardous condition has been omitted, that shall not be an excuse for disregard of common sense in the safe performance of your work.

The possession or consumption of alcohol, drus or any other controlled substance is against policy and violators are subject to immediate dismissal. \_\_\_\_\_(YOUR COMPANY) assist an employee to find a suitable treatment facility if a problem is discussed with their superintendent..

Each employee is urged to cooperate fully with this policy. Abuse or disregard of this policy is a violation and will be treated accordingly. Remember, your help in preventing accidents and injuries benefits you and your fellow employees----we should all strive for a record of zero accidents!

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## **ASSIGNMENT OF RESPONSIBILITIES:**

### Company Management

Has overall responsibility for the company's safety program and regularly reaffirms support for loss control activities

Insures that all employees are informed of top management's commitment to safety and the abidance of all federal, state, and local regulations.

Establish company safety rules and programs, and provides supervision with the backing, training and funds to implement these rules and programs.

### Safety Coordinator

Responsible for implementation and monitoring the safety program.

Reviews and maintains current copy of all applicable Federal, State, and local safety and health regulations.

Implements and monitors safety training programs and provides safety materials as needed.

Assists site supervision in accident investigation and recommends controls to prevent a reoccurrence.

Assures proper notification in the event of an accident.

### Supervisors / Foremen

Responsible for the safety of their employees and oversees the compliance with the safety program and applicable state, federal, and local regulations.

Arranges for prompt medical attention in case of an injury and provides a through written investigative report with recommendations to prevent a reoccurrence.

### Employees

Responsible for learning and abiding by the rules and regulations which are applicable to their assigned tasks. Reports all accidents and near-misses.

Perform their functions in the safest possible manner and encourage co-workers to do likewise.

## **EMPLOYEE PLACEMENT:**

An Employee Questionnaire will be completed on each applicant for employment prior to placing on the payroll.

The applicant will be interviewed by an \_\_\_\_\_(YOURCOMPANY) supervisor that is familiar with the physical and mental requirements for the job. Areas that include prior employment, health record, prior job injuries and illness will be discussed to assist in determining applicant's capabilities for performing the job. Notes on the discussion can be recorded on the back of the Employee Questionnaire.

Where possible to do so, telephone reference checks will be made with at least two prior employers.

On employees that will drive a company vehicle or drive their own vehicle and pull a company trailer, a current, valid driver's license is required. The license number and expiration date will be recorded in the employee's file. All subsequent tickets and accidents must be immediately reported to your immediate supervisor.

A Motor Vehicle Record (MVR) check will be made on the employees described above at the time of employment and at least every two years thereafter. When the MVR shows accidents or violations, the employee's supervisor will counsel this employee to promote a better driving record, and take other administrative action as appropriate.

### **ORIENTATION & TRAINING:**

When a new employee is hired, orientation training of the employee will be done by the Superintendent to cover such areas as: company safety rules and procedures, emergency procedures including fire extinguisher use, personal protective equipment that is required on the job, what the company expects from the employee, and our Hazard Communication Program. Refresher Haz-Com training will be completed at any time that new materials used in the operations offer any new exposure potential. When the Haz-Com training is completed, the Superintendent will give the employee a copy of the Haz-Com Program, and complete a training certificate, which is then sent to the office to be retained.

### **ACCIDENT REPORTING AND DISCUSSIONS:**

An employee must report any accident or injury, regardless of how minor, to the Job Superintendent.

All inquiries concerning an incident/accident/injury/property damage shall be referred to the Superintendent. The employee will make no comments, provide no details, or express any opinion as to the cause of the incident, who was at fault, responsibility for, or any intent of the company regarding the incident.

The Superintendent will investigate any personal injury accident, property damage claim or vehicle accident associated with the job and will complete an Accident Investigation Report. The purpose of this investigation is to assist in preventing this type of mishap in the future. The employee will cooperate fully with the Superintendent in this investigation.

### **ACCIDENT INVESTIGATION**

Every personal injury accident or illness, property damage, and vehicle accident will be investigated by the Superintendent or the Supervisor in charge of the operation. The investigation will be recorded on the ACCIDENT INVESTIGATION REPORT. Every report will be reviewed by Mr./Ms. ( ). Personal injury or illness will be recorded on the OSHA Log 300, as required. The completed Accident Investigation Reports will be reviewed during the monthly Supervisory Safety Meetings.

## **PERSONAL PROTECTIVE EQUIPMENT:**

Hard Hats –All employees are required to wear a hard hat on every job site at all times.

Eye Protection - All employees are required to wear safety glasses (with side-shields) on the job site at all times.

Fall Protection – All employees exposed to falls over 6ft are required to be trained on and use proper fall protection. On scaffolds, the trigger height is 10ft. For steel erection activities, the trigger height is 15 feet (see 1926.750 for details/exceptions).

Hand Protection - All employees involved in operations exposing hands to cuts, chemicals, burns, etc. are required to wear gloves.

Rubber Boots - Employees involved in operations exposing the feet/legs to such hazards as concrete burns during placing uncured concrete are required to wear rubber boots in good condition.

Other - Specific jobs may cause the need for other personal protective equipment. When this occurs, the employee is expected to utilize this equipment. It is the Job Superintendent's responsibility to see that equipment in use is appropriate and in good condition.

## **SAFETY RULES AND PROCEDURES:**

The safety rules and procedures are developed to assist in achieving job safety by having no employee accidents. Some of the rules are OSHA requirements. For these reasons, every employee is expected to abide by the safety rules and procedures at all times.

### **GENERAL:**

Employees must follow the safety policy, rules and procedures established by \_\_\_\_\_(YOURCOMPANY) . Violations may result in disciplinary action, which could include termination.

Employees shall report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information shall be immediately reported to the Superintendent or to the person in charge of the job.

Be courteous. Avoid distracting others as distractions may cause or contribute to accidents. Do not engage in horseplay on the job.

When lifting, bend your knees, grasp the load firmly, then raise the load with your legs, keeping the back as straight as possible. Don't twist body with a load, move your feet. GET HELP for HEAVY LOADS.

When in doubt about the safety of a situation that is out of the norm, contact the Superintendent to find the proper procedure.

Good housekeeping practices improve safety for everyone. When you create clutter, clean it up. When clutter is left in the work area by someone else, clean it up and report this to the Superintendent.

The possession or consumption of alcohol, drugs or any control substance is against policy and violators are subject to dismissal.

## **DISCIPLINARY POLICY**

**Employees are expected to use good judgment when doing their work and to follow established safety rules. We have implemented a disciplinary policy to provide appropriate consequences for failure to follow company rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same similar rule or the same/similar unacceptable behavior:**

**First Instance---verbal warning, notation in employee file, and retraining.**

**Second Instance---written reprimand, and retraining.**

**Third Instance---1-5 day suspension without pay, written reprimand and retraining.**

**Fourth Instance---Termination of employment.**

**An employee may be subject to immediate termination when a safety violation places an employee or others at risk of permanent disability or death.**

**(Note: The above policy is included as an example only. Each company must customize this program by adding any specific disciplinary rules that you may have and/or deleting any that do not apply to your company.)**

## **SAFETY MEETINGS AND TRAINING**

The Job Superintendent is responsible for providing orientation and safety training for all new employees. This training will include: company safety rules and procedures, required personal protective equipment, emergency procedures and our Hazard Communication Program. Employees will be provided with a copy of the Safety Rules and Procedures and the employee handout on the Hazard Communication Program.

**Job Site Safety Meetings** - The Superintendent will conduct an on-the-job safety meeting each Monday. The meeting should last no longer than fifteen minutes. Topics for the meetings should be timely and may include: accidents/injuries/near misses and what needs to be done to prevent accidents from reoccurring; review of safety rules not being followed; proper use and care of personal protective equipment; input from employees on how job safety can be improved; new products/methods being used; safer methods to utilize on the job; ladder use, fire extinguishers, and other appropriate topics. The Superintendent will record the meeting as to the topics discussed, date, and attendance by obtaining employee signatures. The original should be sent to the main office with a copy retained with the job documents. All employees are expected to attend and participate in the weekly job safety meetings. Areas that concern safety on the job

should be brought forward during these meetings. When \_\_\_\_\_(YOUR COMPANY) is acting as the General Contractor, the foreman/superintendents of all other contractors will also be invited to these weekly meetings.

Supervisory Safety Meetings - Top management will plan and arrange for meetings to be held once each month. Top management and all supervisors will attend and participate in this meeting to review jobsite accidents, near misses, required training, unsafe conditions/acts noted on safety inspections, etc.

### **VEHICLE OPERATIONS:**

Employees driving company vehicles or their personal vehicle on company business must have a current driver's license and an acceptable driving record. Employees driving their personal vehicle on company business must provide proof of liability insurance to \_\_\_\_\_(YOURCOMPANY).

When driving a company vehicle or their personal vehicle on company business, all traffic laws must be obeyed and the driver and any passengers must wear a seat belt.

### **SAFETY INSPECTIONS:**

The Job Superintendent will complete an inspection from a safety standpoint at the start of each new job and on Monday mornings of on-going jobs. Areas to check would include, but should not be limited to, proper tools on the job site to do the job safely, any unusual hazards, stumbling hazards or fall exposures, any overhead objects that could fall, any special personal protective equipment needed or special procedures due to job location, areas-operations known to have contributed to employee accidents in the past, GFCI operation, fire extinguishers, first-aid supplies, other items that may be peculiar to the job or location. The results of each internal inspection will be recorded on the JOB SITE INSPECTION FORM.

# HAZARD COMMUNICATION PROGRAM

## INTRODUCTION

The North Carolina Department of Labor has adopted the federal OSHA Hazard Communication Standard 29 CFR (Code of Federal Regulation) 1910.1200. The Hazard Communication Standard became effective on May 25, 1986 for North Carolina manufacturing employers and for state and local government agencies, who have one or more employees who are exposed to hazardous chemicals. The standard became effective to non-manufacturing employers on May 25, 1987.

The goal of the Hazard Communication Standard is to reduce the occurrence of workplace illnesses and injuries caused by hazardous chemicals. The standard is designed to achieve this goal by providing information and training for employees who work with hazardous chemicals.

All employers subject to the standard must have a written hazard communication program.

The written program must:

- (1) describe how the criteria specified in the standard will be met for labels and other forms of warning for material safety data sheets and for employee information and training;
- (2) include a list of hazardous chemicals known to be present using the chemical or common name that appears on the appropriate material safety data sheet;
- (3) identify the methods used to inform employees of the hazards of non-routine tasks and those hazards associated with chemicals in unlabeled pipes in their work areas; and
- (4) describe methods used to inform any contractor with employees in the workplace of hazards that may be exposed to and appropriate protective measures.

The written hazard communication program must be made available upon request to employees; designated employee representatives; and authorized representatives of the North Carolina Commissioner of Labor.

This guide is provided to assist employers in developing a written hazard communication program that meets the requirements of paragraph (e) of the standard. Although this guide does not address the specific circumstances in each workplace, it can be adapted to meet the needs of most employers. Advice and assistance in preparing the written program is available from the Bureau of Consultative Services, Division of Occupational Safety and Health, North Carolina Department of Labor, 1101 Mail Service Center, Raleigh, NC 27699-1101, (919) 807-2899.

## HAZARD COMMUNICATION PROGRAM

\_\_\_\_\_  
Company Name

- I. This program will describe how \_\_\_\_\_ intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.
- II. \_\_\_\_\_ has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

There is no job at \_\_\_\_\_ so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

- III. A list of all hazardous chemicals for each workplace has been made and is readily available, upon request, to any employee, working on any shift. It is located at \_\_\_\_\_.

- IV. A Material Safety Data Sheet (MSDS) for each hazardous chemical on the list referenced above is on file at \_\_\_\_\_.  
The MSDS for any hazardous chemical is readily available for review by any employee upon request, through their immediate supervisor.

- V. \_\_\_\_\_ is responsible to ensure that the list of hazardous chemicals is kept current and that a current MSDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list will not be ordered without prior coordination with \_\_\_\_\_.

- VI. All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable MSDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent (carcinogen), or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times.

\_\_\_\_\_ will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors.

- VII. \_\_\_\_\_ is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.
- VIII. When an outside contractor will be used, it will be the responsibility of \_\_\_\_\_ to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same person's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose \_\_\_\_\_ employees. Appropriate training and protective measures must be taken in order to protect employees. \_\_\_\_\_ is to be advised prior to any work being performed by an outside contractor involving hazardous chemicals.
- IX. All employees exposed to any hazardous chemicals will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous chemicals will be given by \_\_\_\_\_ assisted as needed by the Hazard Communication Program Monitor.

Employee information for this program will include:

- (1) The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
- (2) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemicals and their corresponding MSDSs.
- (3) The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the MSDS will be provided.

Employee training shall include at least the following:

- (1) Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance or odor.
- (2) The physical and health hazards associated with each chemical, as specified in the MSDS.
- (3) Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
- (4) Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the MSDS.

X. It is the intent of \_\_\_\_\_ management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

# HAZARD COMMUNICATION PROGRAM

## TRAINING OF EMPLOYEE CHECKLIST

Has the employee been informed of and trained in the following:

- |   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| 1. <u>Information:</u> Has the employee been informed of the following?   |            |           |
| The requirements of this section.   | _____      | _____     |
| Any operation in the work area where hazardous substances are present, non-routine tasks, and the use of outside contractors. | _____      | _____     |
| The location of the written Hazard Communication Program.   | _____      | _____     |
| Availability of the written program.  | _____      | _____     |
| Location and availability of hazardous substances list(s).  | _____      | _____     |
| Location and availability of Material Safety Data Sheets.   | _____      | _____     |
| 2. <u>Training:</u> Has the employee been trained in the following?   |            |           |
| Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas.        | _____      | _____     |
| The physical and health hazards of the substances in the work areas.  | _____      | _____     |
| How employees can protect themselves from these hazards.  | _____      | _____     |
| Procedures the employer has implemented for employee protection.  | _____      | _____     |
| Appropriate work practices.   | _____      | _____     |
| Emergency procedures.   | _____      | _____     |
| Personal protective equipment to be used.   | _____      | _____     |
| Explanation of labeling systems.  | _____      | _____     |
| Explanation of material safety data sheets.   | _____      | _____     |
| How employees can obtain and use appropriate hazard information.  | _____      | _____     |
| Personal hygiene when working with substances.  | _____      | _____     |
| General first aid for contact with hazardous substances.  | _____      | _____     |

\_\_\_\_\_  
Employee Signature, Date

\_\_\_\_\_  
Manager's Signature, Date

# HAZARD COMMUNICATION PROGRAM

## TRAINING CERTIFICATE

### TRAINING ACKNOWLEDGMENT

I have received information on the Hazard Communication Standard 29 CFR 1910.1200/1926.59 and understand how to interpret and to use the labeling systems and Material Safety Data Sheets (MSDSs) that are in use and accessible to me in my work area. I agree to observe and follow the safe work practices as presented to me in the training sessions I attended on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The above named employee has been informed and instructed by \_\_\_\_\_ on work practices, chemical hazards recognition, interpretation and use of chemical labels, MSDSs, the CFR 29, 1910.1200/1926.59 and the location at which these items are accessible to the employee.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

## EXPLANATION OF TERMS USED ON MATERIAL SAFETY DATA SHEETS

### SECTION I

**Chemical Name and Synonyms**—The product identification. The chemical or generic name of single elements and compounds.

**Trade Names and Synonyms**—The name under which the product is marketed and the common commercial name of the product.

**Chemical Family**—Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.

**Formula**—The chemical formula or single elements or compounds.

**CAS Number**—The Chemical Abstracts Service number, if applicable.

**EPA**—The code number assigned by the Environmental Protection Agency, if applicable.

**DOT Classification**—The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

### SECTION II

**Hazardous Ingredients**—The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.

**TLV**—Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

### SECTION III

#### **Physical Data**

**Boiling Point (°F)**—The temperature in degrees fahrenheit at which the substances will boil.

**Vapor Pressure**—The pressure of saturated vapor above the liquid expressed in mm Hg at 20° C.

**Vapor Density**—The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.

**Solubility in Water**—The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.

**Appearance and Odor**—The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

**Specific Gravity (H<sub>2</sub>O=1)**—The ratio of the weight of a volume of the material to its weight of an equal volume of water.

**Percent, Volatile by Volume (%)**—The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)

**Evaporation Rate**—The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

### SECTION IV

**Flash Point (Method Used)**—The temperature in degrees fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

### SECTION V

**Conditions to Avoid**—Conditions that, if they exist with the substance present, could cause it to become unstable.

**Incompatibility (Materials to Avoid)**—Materials that will react with the substance.

**Hazardous Decomposition Products**—Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage

conditions.

#### SECTION VI

**Health Hazard Data**—Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.

**Threshold Limit Value (TLV)**—The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.

**Effects of Overexposure**—The effects on or to an individual who has been exposed beyond the specified limits.

**Emergency and First-Aid Procedures**—Gives first-aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

#### SECTION VII

**Stability**—Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

#### SECTION VIII

**Spill or Leak Procedures**—Steps to be taken if material is released or spilled. Method and materials to use to clean up or contain.

**Waste Disposal Method**—Method and type of disposal site to use.

#### SECTION IX

##### **Special Protection Information**

**Respiratory Protection**—Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.

**Ventilation**—Type of ventilation recommended, i.e., local exhaust, mechanical, etc.

**Protective Gloves**—Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.

**Eye Protection**—Refers to the type of eye protection that is to be worn when handling or around the product.

**Flammable Limits**—The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.

**Extinguishing Media**—Specifies the fire-fighting agent(s) that should be used to extinguish fires.

**Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards**—Refer to special procedures required if unusual fire or explosion hazards are involved.



# **MATERIAL SAFETY DATA SHEETS**

(ATTACH ALL MSDSs, IN ALPHABETICAL ORDER, BEHIND THIS COVER PAGE AND  
MAINTAIN AT THE JOB SITE AT ALL TIMES)

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