

Safety Training

(rev 10-2016, 12-2018)

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4.1 PURPOSE

To ensure that all T.A. Woods Company employees, leased employees, and subcontractor employees, are informed and trained regarding safety rules and regulations, site specific regulations, and any required operating procedures. Our ultimate goal is to maintain our Safety Culture in all we do.

4.2 NEW HIRE ORIENTATION TRAINING

4.2.1 The New Hire Orientation Training consists:

- a. Presentation of the T.A. Woods Company Handbook and T.A. Woods Company Employee Safety Manual
- b. Presentation of T.A. Woods Company Substance Use and Abuse Policy and on-site substance screening or laboratory testing
- c. Safety training provided including general construction safety, fall prevention/protection, chemical/substance safety, and T.A. Woods Company specific safety information
- d. Instruction of wear and maintenance of personal protective equipment
- e. Site-specific safety training is conducted by the superintendent, competent person, or designated employee

4.3 COMPETENT PERSON TRAINING

4.3.1 Requirements of Competent Person:

- a. Competent Person status is designated by T.A. Woods Company based on training, certification, experience, and skill
- b. The need for on-site Competent Persons is determined by the work being performed
- c. Competent Person must be present during work tasks associated with:
 1. Excavation and Trenching

2. Confined Space
 3. Fall Protection
 4. Scaffolding
 5. Ladders
 6. Electrical Safety – LOTO and ArcFlash
 7. Respiratory Protection
- d. T.A. Woods Company trains and certifies superintendents, forepersons, and in some instances lead persons as Competent Person in designated work tasks.

4.3.2 Training and Certification:

- a. Original records of employee training and certification will be maintained at our business office.

4.4 HAZARD AWARENESS TRAINING

4.4.1 Employees will have Hazard Awareness training through multiple resources including third party vendors and T.A. Woods Company.

4.4.2 Hazard Awareness Training is associated with the tasks being performed and may include:

1. General Construction Safety
2. Fall Prevention/Protection
3. Confined Space
4. Scaffolding
5. Ladders
6. Electrical Safety
7. Aerial Lifts
8. Forklifts and Lulls
9. Chemical/Substance Safety
10. Respiratory Protection
11. Other as determined by work tasks or work area

4.4.3 Training documents and certifications will be maintained at our business office

4.5 FIELD WEEKLY SAFETY TRAINING AND DAILY 5X3 SAFETY/PRODUCTION HUDDLES

4.5.1 Weekly Safety Training will be conducted by the superintendent or qualified designated employee. The meeting will last approximately 20 minutes and is to be conducted on the first day of the work week. Safety topics will be determined by HR/Safety and written plans will be distributed with instructions. As well, additional topics for these meetings may include: accidents/injuries/near misses; hazard prevention specific to assigned work tasks and/or site; review of pertinent

safety policies and procedures; use and care of PPE. Invite participation by employees on ways to improve project safety; and any additional topics that improve “Here and Now Safety”

- 4.5.2 Daily 5X3 Safety/Production Huddles** will be held daily with the initial Huddle for all site employees, including subcontractors, convening at the initial start of the work day at a designated location near the area of work. Huddles concentrate on “Here and Now Safety” by emphasizing site/task hazard recognition, mediation, and review of safe work behaviors. The topics of 5X3 Huddles are determined by site conditions and assigned work tasks.

5X3 Safety/Production Huddles will be conducted at the start of the work day, immediately after lunch, and just prior to the end of the work day. Each huddle should be designed to last no more than 5 minutes. Thus, the term 5X3.

Topics are to be recorded on the DSFR in the designated location. Some projects require a separate 5X3 Huddles recording document. These will be provided as needed.

4.6 SUBCONTRACTOR SAFETY TRAINING AND CERTIFICATION

- 4.6.1** Subcontractors working under the authority of T.A. Woods Company are expected to maintain status quo safety policies and procedures. If for reason the subcontractor does not have sufficient comprehensive policies and procedures, the subcontractor’ employees will abide by T.A. Woods Company safety policies, procedures, and similar.
- 4.6.2** Competent Person training/certification and Hazard Awareness training/certification as evidenced by documentation will be provided to the T.A. Woods Company site supervision prior to the onset of tasks requiring such.
- 4.6.3** Subcontractor prior to the start of work will complete and return Subcontract Attachment D, Part I. Part II is determined based on complexity and size of the subcontract.
- 4.6.4** Subcontractor employees are required to attend T.A. Woods Company site safety orientation and complete the Site Employee Safety Orientation document.

Whereas subcontractor may serve a second or third tier sub on a project, a site safety orientation conducted by the controlling contractor or owner will also be required.