

Safety Rules and Procedures Authority and Responsibilities

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2.1 PURPOSE

To define safety rules regulations as well as safety authority and responsibilities in order to provide a safe workplace, and actively promote injury and illness prevention at all company work sites and encompassing all work behaviors.

2.2 GENERAL REQUIREMENTS

A copy of our Employee Safety Manual will be given to every employee (regular and temporary) and provided on work sites (as feasible). Employee safety responsibilities will be covered during the new hire orientation and with newly promoted supervisors.

As T.A. Woods Company is a small business which promotes a Culture of Safety. If our organizational structure or size changes, we will review this responsibility structure.

2.3 SAFETY RESPONSIBILITIES. Definition of Responsibilities.

A. Corporate Management including Owners, Vice-Presidents, and Division Managers:

1. Has ultimate responsibility for safety
2. Holds management responsible for safety of assigned employees
3. Authorizes necessary expenditures for safety
4. Enforces company safety policies and procedures
5. Actively participates in safety program

B. Human Resources/Safety:

1. Coordinates safety activities
2. Oversees and analyzes accident/incident records
3. Conducts activities for stimulating interest of employees
4. Develops employee orientation and continuing safety education programs
5. Provides supervision and oversees accident investigations
6. Plans and directs a regular program of safety audits
7. Checks for compliance with applicable safety laws and codes
8. Issues regular reports displaying safety performance and accident trends
9. Enforces measures for repeated safety violations

10. Coordinates company policies and procedures to have cohesiveness and consistency
11. Communicates with all (management and field)

C. Project Managers and Field Superintendents:

1. Project managers and field superintendents will go through formal safety training as dictated by specific work assignments: OSHA30, MASC BOP, FA/CPR, Competent Person, Hazard Awareness, and site-specific training. Topics include the following:
 - a. Inspection and audit of the work site
 - b. How to conduct safety meetings, 5X3 Huddles
 - c. AHA and/or Daily Safety Checklist
 - d. Hazard recognition, evaluation and planning
 - e. Accident investigation
 - f. Personal protective equipment
 - g. Emergency procedures
 - h. Project and/or task specific
 - i. Conducts on-site job hazard analysis prior to beginning any new task and ascertain special safety precautions. Conduct follow-up inspections at periodic intervals.
2. Conducts safety inspections, accident investigations and near-miss incidents and reviews HR/Safety upon request.
3. Monitors and audits employee's work behaviors and conducts retraining Or disciplinary action as needed.
4. Reports all emergencies or accidents to HR/Safety, division manager and/or project manager.
5. Listens and responds to employees' safety concerns.
6. Ensures all employees are informed of safety procedures, methods of reporting accident/injuries, and required postings are visible to employees and subcontractors.
7. Supervisor will be responsible for completion and forwarding of the following:
 - a. Accident/injury report documents.
 - b. Conduct and complete pre-job safety checklist such as AHA and TAW Daily Safety Checklist(s).

D. Designated Foreperson and/or Leadperson:

1. Responsible for safety of assigned crew workers
2. Inspects and ensures for compliance with safe work practices and safety rules
3. Formally safety trained as dictated by specific work assignments such as OSHA30, MASC BOP, FA/CPR, Competent Person, Hazard Awareness, Equipment certification, and site-specific training
4. Holds Daily 5X3 Safety Production Huddles as assigned
5. Reports employee's safety concerns, accidents and resulting injuries, and other safety-related information to immediate supervisor

E. Employee

1. Works in accordance with company's and site's safe work practices and safety rules.
2. Reports hazards to immediate supervisor
3. Actively involved in Weekly Safety Trainings, Daily 5X3 Safety Production Huddles, CP and awareness training as requested, and other applicable safety tasks
4. Formal and informal safety training as dictated by specific work assignments such as MASC BOP, FA/CPR, Competent Person, Hazard Awareness, Equipment certification, and site-specific training
5. Does not undertake a job he does not understand or deems unsafe by following our philosophy of "if in doubt, do not proceed"
6. Possesses the physical qualifications necessary to perform the job duties.
7. Follows reporting procedures

2.4 PROCEDURES

2.4.1 Employment Placement

A Position Qualifying Task Analysis will be completed by applicant's prior to hire.

The applicant will be interviewed by a hiring agent familiar with the skill-based and physical requirements of the job. Prior employment, skill-based abilities, physical abilities, and similar will be discussed to assist in determining the applicant's overall capabilities.

When possible, references will be contacted and experience/skill verified.

Criminal background and MVR reports (for those driving company-owned vehicles or those driving personal vehicles for company business) will be reviewed prior to hire.

2.4.2 New Hire Orientation Training

Newly hired employees will complete introductory safety training including General Construction Safety, Fall Protection, Substance Hazard Communication, and company-specific training prior to beginning work.

Employees, during the NHOT, will be provided PPE based on his/her work tasks.

2.4.3 Accident Reporting and Investigation

T.A. Woods Company Employee Safety Manual, T.A. Woods Company Employee Handbook, and the NHOT, provide details for reporting and investigating accidents.

An accident is defined as an unplanned event that leads to personal injury, property damage or could potentially lead to personal injury or property damage.

Employees are directed to report any and all accidents, regardless of severity, to their immediate supervisor. Under no circumstances should an employee leave the work area or site without reporting.

Supervisors are required to document all reports of accidents, injuries, and near misses. Additional information will be provided in policy section entitled Accident Reporting, Documentation, and Investigation.

2.4.4 Weekly Safety Training and Daily Safety/Production Huddles

New Hire Orientation Training will be conducted prior to employees reporting to their first assigned work task.

Weekly Safety Training will be conducted by the superintendent or designated employee. The meeting will last approximately 20 minutes and is to be conducted on Monday morning at the start of the work day. Safety topics will be determined by HR/Safety and written plans distributed with instructions. As well, additional topics for the meetings could include: accidents/injuries/near misses and hazard prevention; 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”.

The superintendent or designated employee will ensure all TAW employees and subcontractors are present and sign the training document. This document will then be sent to the business office. For some projects, a copy will be maintained at the work site.

Daily 5X3 Safety/Production Huddles will be held daily with the initial huddle for all site employees, including subcontractors, beginning at 7:00AM at a designated location near the work/task area. 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 the 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 not last more than 5 minutes. Thus, the term 5X3 Safety/Production Huddles.

Topics are to be recorded on the Daily Status Field Report in the designated location. Some projects require a separate document recording 5X3 topics. These can be obtained through the business office.

2.4.5 Vehicle Safety

Employees driving company vehicles or personal vehicles for company business, must have a current driver's license and meet the insurance requirements.

Newly assigned drivers will an initial MVR review. An annual MVR review will be conducted for all employees with driving privileges.

All T.A. Woods Company employees with driving privileges must adhere to the provisions of the Vehicle Use Policy/Safe Driving Compliance.

A list of approved drivers will be published and only those listed are permitted to drive a T.A. Woods Company vehicle or a personal vehicle for company business.

2.5 DISCIPLINARY

Disciplinary procedures associated with violation of safety policies and/or safety practices are included in T.A. Woods Company's comprehensive Standard of Conduct.