



# **Subcontractor Employee Safety Orientation**

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**December 2018**



## **Subcontractor Employee Safety Orientation**

### **Project Requirements.**

The following orientation is the basic requirements for all employees working on a W. M. Jordan project.

All OSHA/VOSH/EM385-1-1 must also be adhered to, depending on the type of project.

All employees must schedule and attend the safety orientation prior to starting work for the project.

### **Employee-Non Compliance.**

**One or more of the following steps will be taken for non-compliance.**

- 1.** An immediate discussion between the Supervisor and the employee who was discovered working in an unsafe manor and documented in writing.
- 2.** Corrective safety training to ensure that it does not happen again moving forward.
- 3.** Removal from site and the office/safety manager of the offending subcontractor/employee contacted in writing describing the incident. W. M. Jordan reserves the right to remove any employee working unsafe.

**By working unsafe, you not only risk injury to yourself, but others around! The subcontractor's Competent Person must be onsite site at all times if employees are on site.**



## **Personnel Protective Equipment.**

### **• Hard Hats.**

1. Must be worn at all times by all employees. No exceptions.
2. Brim facing forward unless you are a welder or surveyor.
3. Must be inspected for defects/damage. If found, replace it immediately.
4. No ball caps to be worn under your hard hat at any time.

### **• Safety Glasses/Face Shields.**

1. Must be worn at all times by all employees. No exceptions.
2. All safety glasses must be labeled Z87. Sunglasses are not safety glasses unless specifically designed as such.
3. Clear glasses are to be worn inside. Do not wear tinted glasses inside. Tinted glasses are for outdoor use only.
4. Replace all damaged or scratched glasses.
5. If you wear prescription glasses, they must be covered with safety goggles or prescription safety glasses must be issued by your eye doctor. Side shields are not permitted as an acting safety shield.
6. Face shields are to be worn while grinding, cutting, using air hose, etc.

### **• Gloves.**

1. To be worn when cutting or handling sharp objects.
2. To be worn during demo.
3. To be worn when handling chemicals.
4. To be worn when handling concrete products.

### **• Safety Vest/High Visibility Wear.**

1. Must be worn at all times.
2. Must be on the outside of coats, jackets.
3. If torn or dirty, replace.
4. High visibility shirts are ok to wear as long as they can be seen. (Don't cover)

### **• Clothing.**

1. Proper clothing must be worn at all times.
2. Minimum 4" sleeves on shirts required.
3. No foul language on images on clothing.
4. Leather work boots required. No sneakers.
5. Long pants required. No shorts.

Comments.



## **Ladder Use.**

### **• Extension Ladders.**

1. The top of the extension ladders must extend 36" above the working platform.
2. Ladder base must be placed a  $\frac{1}{4}$  to height from structure.
3. Must be secured at the top and bottom, to prevent kick out or movement.
4. Do not carry tools up the ladder.
5. Wooden or metal ladders are not allowed. Fiber glass only.
6. All ladders should be inspected for damage. If damage is found. Do not use!
7. All safety tags and ratings must be clearly visible. If not, replace. Please check with your Competent Person for more information.

### **Comments.**

### **• Step Ladders.**

1. Do not use step ladders as extension ladders.
2. Do not lean ladders against walls.
3. Make sure the ladder is properly opened and secure.
4. Wooden or metal ladders are not allowed. Fiberglass only.
5. All ladders should be inspected for damage. If damage is found. Do not use!
6. All safety tags and ratings must be clearly visible. If not, replace. Please check with your Competent Person for more information.
7. If working above guardrails or along the leading edge, then you must be tied off.

### **Comments.**



## **Scaffolds.**

### **• Baker Scaffolds.**

1. Must be erected, inspected and approved to use, prior to use by the Competent Person. A copy of the inspection form must be turned into the W.M. Jordan Superintendent. Daily!
2. Must be inspected daily or when re-erected during the same shift.
3. Must be tagged green for use or red for do not use by the Competent Person. This tag needs to be dated and signed.
4. All wheels must be locked during use.
5. Outriggers and rails may be required, depending on the height. (2 bucks in height)

Comments.

### **• Larger Scaffolds.**

1. Must be erected, inspected and approved for use, prior to use by the Competent Person. A copy of the inspection form must be turned into the W.M. Jordan Superintendent. Daily!
2. Must be inspected daily or when re-erected during the same shift.
3. Scaffold must be tagged green for safe to use and red for do not use.
4. All bracing, pins, mud sills, ladder access needs to be installed prior to use.
5. Working deck needs to be completely planked.
6. Tied off as required for height to structure.
7. Top, mid, and toe kick must be installed and secured.

Comments.



## **SDS/Site Specific Safety Plan.**

1. A copy of each must be given to WMJ prior to startup.
2. Make sure all employees are aware of the location onsite of the subcontractor's SDS.

Comments.

## **Safety Inspections/Equipment Inspections/Tool**

### **Box Talks/Forklifts.**

1. A subcontractor weekly safety inspection/checklist must be completed at least once a week.
2. All equipment must be inspected prior to use and an equipment checklist completed and turned into W.M. Jordan. All alarms and horns must be in working order.
3. A Tool Box Safety Talk must be held at least once weekly by all subcontractors and tier subcontractors. A copy of this Tool Box Talk and sign in sheet must be turned into W.M. Jordan.
4. All operators of forklifts must be trained and carry a license. Seatbelts to be worn at all times in forklifts.
5. Forks to be lowered when not in use. Forks must not be in the air without an operator on the forklift.
6. Engine needs to be shut off and key removed when not in use.
7. All equipment must have an up to date and inspected fire extinguisher.

Comments.



## **Electrical Safety.**

- **GFCIs.**

1. All extension cords must be plugged into a GFCI outlet or GFCI pigtail.

- **Extension Cords. GFCIs.**

1. 12 gauge or larger required.
2. Extension cords need to be inspected daily prior to use.
3. All conductors must be double insulated.
4. Do not use damaged cords. (cuts, nicks, etc.)
5. Damaged cords are subject to be cut so not to be used in the future.

Comments.

## **Fuel Containers.**

1. Fuel containers must be steel safety cans and labeled per the contents.
2. No plastic containers!
3. Do not store in storage trailers or unvented areas.

## **Temporary Fire Protection.**

- **Fire Extinguishers.**

1. Subcontractor must provide their own fire extinguishers to cover their scope of work. (cutting, burning, welding, soldering)
2. Must be inspected annually with a tag on the extinguishers and monthly with a tag as well.
3. Do not move any WMJ provided fire extinguishers from its location unless there is a fire.

- **Fire Watch.**

1. Is required when burning/cutting from above.
2. 30 minute cool down required prior to leaving the area.

Comments.



## **Excavations.**

1. Competent person must inspect for hazards and document excavations daily.
2. Ladder access is required for excavations of a depth 4 feet or larger and within 25 feet of a worker.
3. Excavations of 5 feet or more in depth must be benched or slopped, depending on soil types. If benching or sloping cannot be accomplished, then a trench box is required.
4. Spoils are required to be 2 feet or more away from the trench edge.
5. All trenches are to be barricaded off for safety of others, including overnight.

Comments.

## **Power Tools.**

1. Do not remove any safety guards on any tools. This includes but not limited to, grinders, table saws and chop saws.
2. Do not wedge the guards in an open position.
3. All cords must be in good working order.
4. Keep all tools out of water.
5. Use per the manufacturer's instructions.
6. Use eye, ear, and GFCI protection.

Comments.



## **Floor Openings/Guardrails/Handrails.**

- **Floor Openings.**

1. All holes 2" or larger in any direction must be covered, cover secured and labeled "HOLE".

Comments.

- **Guardrails/Safety Rails.**

1. If rails are in place and then removed for loading purposes then the rails will be required to be reinstalled as found. 21" to mid rail, 42" to top rail, a toe kick and properly secured. Once the rails are removed, 100% tie off is required.
2. Cables used for guardrails cannot flex more than 3" and must be flagged so they can be easily seen.
3. If stairs are open for use, then rails are required.
4. Any large floor or roof opening must have guardrails. (duct shafts, skylights, elevator shaft)
5. When a fall hazard is present at 6 feet or more, guardrails are required.

Comments.



## **Fall Protection/Roofing.**

### **• Fall Protection.**

1. Fall protection training is required by all employees.
2. Fall protection is required for heights of 6 feet or more, working in a boom lift, scissor lift, working along leading edge, or when guardrails have been removed or being installed.
3. Proper fit of harness is required.
4. No more than one employee per anchor point.
5. At times, two points of tie off are required. (double lanyard)

Comments.

### **• Roofing.**

1. Warning lines and flagging is required at 6 feet of leading edge and maintained.
2. 100% tie off is required when working within 6 feet or less of leading edge.
3. Fire extinguishers are required for roofing.
4. If a kettle is used for the roofing system. It must be kept at a minimum of 25 feet from the building.
5. Ensure all anchor systems are installed properly per the manufacturer's requirements.
6. Keep all roof openings covered or barricaded properly and labeled 'hole'.
7. Do not throw any material or trash from the roof to the ground.
8. When ladder access is required. Ladder must be properly secured at the top and bottom.

Comments.



### **Cranes/Rigging/Flagging.**

1. When cranes or boom trucks are to be used, a qualified operator and rigger along with a crane plan must be submitted prior to work.
2. Only qualified personnel to signal cranes.
3. A daily crane inspection must be performed and a copy of the check list turned into W.M. Jordan.
4. All rigging, cables and slings must be inspected by a Competent Person.
5. The cranes work zone of 360 degrees must be flagged off.

### **Confined Space Permitted/Non-Permitted.**

1. All Competent Persons must be trained and certified. (CSCP)
2. No one can work in a confined space alone or without proper gear.
3. Elevators are considered a confined space. (Non-permitted)
4. Confined space signage is required at the confined space locations.

### **Horseplay/Foul Language/Smoking.**

1. No horseplay permitted onsite.
2. The use of foul language is not permitted. Respect your surroundings.
3. Smoking only permitted in designated smoking area assigned by W.M. Jordan.
4. No smoking in the building!!!

### **House Keeping.**

1. Cleanup is a daily process and a contract requirement. All employees must keep their work area clean and organized daily. All lunch debris is to be disposed of in the dumpster.
2. No eating in the building.
3. If subcontractors do not cleanup on a daily basis then W. M. Jordan will cleanup and all associated costs will be deducted from the offending subcontractor or subcontractors.

**NO EXCEPTIONS.**



## **Emergency Procedures/First Aid.**

### **• Emergency Procedures.**

1. Emergency phone numbers and non-emergency phone numbers are posted in the W. M. Jordan Office Trailer.
2. When 3 blasts from the air horn are sounded, all employees are to report to the W. M. Jordan Office Trailer for further direction and/or head count.

### **• First Aid**

1. First aid kit/Eye wash is located in the W. M. Jordan Office Trailer.
2. Each subcontractor is also required to have and maintain their own first aid kit.
3. All injuries must be reported to the W. M. Jordan's Superintendent.
4. If an injury does occur and requires medical attention, the subcontractor must issue a detailed accident report to W. M. Jordan within the first 24 hrs.

Comments.

## **Site Specific Requirements.**

### **• (Example: Parking, Smoking Area, etc...)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Comments.



- **In Conclusion**

**Commitment to Safety.**

W. M. Jordan Company strives to commend and recognize exceptional safety performances. As needed, we will coach, counsel and, if necessary confront.

If a situation warrants, W. M. Jordan Company will remove workers, or a subcontracting company from any jobsite as warranted.

Please be safe....