



CONSTRUCTION & PROJECT MANAGEMENT

VBA SITE SAFETY RULES

In order to continue "To Build Our Reputation One Successful Project at a Time," we have established the following guidelines for performance and behavior on all VBA construction sites. Safety is a priority for all VBA Employees, Subcontractors, and their agents, and everyone is expected to fully comply.

Subcontractor Safety Policies Compliance

Please distribute these guidelines to your appropriate staff. Our construction supervisors will be responsible for enforcing them.

- The VBA site supervisor conducts weekly Safety and Coordination Meetings at every project site. The site super will inform everyone of when and where these meetings will take place. All VBA employees assigned to the site and subcontractor foremen to attend each meeting.
- Everyone on a VBA jobsite must wear a hard hat at all times, no exceptions. The site supervisor will ask anyone not wearing a hard hat to put one on or leave the job.
- Everyone on a VBA jobsite must wear safety glasses or goggles when conditions threaten their eyesight.
- No smoking in the building. Smoking is permitted in designated areas only.
- Proper work attire must be worn. No shorts, tank tops, or sneakers may be worn on a VBA jobsite. Sturdy work boots are the minimum requirements. Comply or leave the job.
- Safety Data Sheets (SDS) must accompany all materials used on our projects. Please note that MSDS sheets are no longer acceptable under OSHA standards. Before using hazardous substances, provide appropriate instructions on application and review SDS for potential hazards.
- A written safety program will be on file in our office for all subcontractors working on a VBA jobsite.
- You must clean up and remove your debris to our dumpster every day. Failure to remove your debris will result in a back charge at project completion. Material-specific recycling containers must be used when provided.
- Foul language will not be tolerated on any VBA jobsite.

IN ADDITION TO THE SPECIFIC SUBCONTRACTOR SAFETY POLICIES ABOVE, THE FOLLOWING SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION.



Site Safety Rules

1. Keep your mind on your work at all times. **No horseplay, fighting, gambling, or possession of firearms are permitted** on the job. Injury, termination or both may result.
2. Unsafe acts, unsafe equipment, accidents, injuries, near misses, or other hazardous conditions shall be reported to your supervisor for immediate action.
3. All posted safety rules shall be obeyed and shall not be removed. Violation of these safety rules may be grounds for dismissal.
4. Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
5. Know what emergency procedures have been established for your job site. (Location of emergency phone numbers, first aid kit, stretcher location, evacuation plan, etc.)
6. Know where firefighting equipment is located and be trained on how to use it.
7. Watch where you are walking. Don't run, except in the case of extreme emergency.
8. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
9. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
10. Take necessary precautions to prevent sunburn and to protect against burns from hot materials.
11. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured person as comfortable as possible and utilize jobsite first-aid equipment until an ambulance arrives.
13. A good job is a clean job, and a clean job is the start of a safe job. Keep your working area free from rubbish and debris.
14. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
15. Open fires are prohibited.
16. Lift correctly - with legs, not the back. If the load is too heavy, GET HELP. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.



17. Use a seatbelt in all company vehicles and when operating heavy equipment.
18. Nobody but the operator shall be allowed to ride on equipment unless proper seating is provided. No person shall ride any hook, hoist or other material handling equipment which is used strictly for handling material.
19. Do not enter an area which has been barricaded. Obey all warning signs such as "Keep Out," "No Smoking," "Eye Protection Required," and "Authorized Personnel Only."
20. Barricade danger areas. Guard rails or perimeter cables may be required.
21. Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation. Excavations less than 5 feet may also require cave in protection in some instances.
22. Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have an irrespirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry, and that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.
23. Only authorized personnel using appropriate individual protective equipment shall carry out welding and burning operations.
24. Compressed gas cylinders shall be secured in an upright position. Acetylene cylinders must always be kept upright.
25. Use handcarts with cylinder restraints whenever possible to transport cylinders from one location to another.
26. Do not use power tools and power actuated equipment until you have been properly instructed in the safe work methods and become authorized to use them.
27. Hand tools shall not be used for any purpose other than that intended, and all damaged or worn parts shall be promptly repaired or replaced.
28. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
29. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
30. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
31. All electrical hand tools shall be grounded or double insulated.
32. Never oil, lubricate, or fuel equipment while it is running or in motion.
33. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.



34. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes. Reflective vests must be worn when exposed to vehicular traffic.
35. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.
36. Portable ladders in use shall be equipped with safety feet unless the ladder is tied, blocked, or otherwise secured. Step ladders shall not be used as a straight ladder.
37. Ladders must extend three feet above landing of roof for proper use.
38. Defective ladders must be properly tagged and removed from service.
39. Keep ladder bases free of debris, hoses, wires, materials, etc.
40. Build scaffolds according to manufacturer's recommendations and MIOSHA Construction Safety Standard Part 12 - Scaffolding. Don't take shortcuts or jump from elevated places.
41. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
42. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
43. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
44. Never throw anything "overboard." Someone passing below may be seriously injured.

Failure to follow practices relating to your safety or the safety of other employees or failure to safeguard equipment, tools, or materials properly may be grounds for dismissal.

At VBA, we value the relationships we have with our employees, our subcontractors, and their agents, and appreciate the hard work that goes into each project. Let's be safe and professional!