
Safety Rules

Revised 5-25-2017

1. Willful and or repeated violations of **Safety Rules** or unsafe work practices will not be tolerated. Safety rules of H&M Construction Company, Inc. and standards set by federal, state and local governmental agencies must be followed.
2. Each **Subcontractor Supervisor** shall attend a weekly site **Safety Meeting** conducted by the site Superintendent.
3. Before any Subcontractor is authorized to proceed, the **Bidders Questionnaire** shall be completed and returned to the **Job Cost Coordinator**. The coordinator will immediately send a copy of the Bidders Questionnaire to the **Safety Department** for review and to develop a **Job Safety Profile**.
4. Each Subcontractor shall conduct a **Weekly Safety Meeting** with their employees. Each meeting must be documented with minutes reflecting the content and the signatures of employees in attendance. Additionally, each Subcontractor shall conduct weekly jobsite Safety Audit and document the results on the **H&M Behavioral Audit Form**. The Weekly Safety Meeting minutes, Behavioral Audit Form and man-hours worked, shall be submitted to the jobsite office on or before the next weekly Site Safety Meeting.
5. Unless a specific written waiver is obtained from the H&M Project Manager, each subcontractor is required to provide a person who has a valid certificate in first-aid/BBP training available at the worksite to render First-Aid. Each subcontractor shall provide a blood borne pathogen kit at their designated First-Aid treatment location.
6. H&M Construction will have an H&M supervisor or foreman on site anytime a subcontractor is performing their scheduled work. Subcontractors are required to have their supervision on site when their employees are on site working. When any sub-subcontractor has employees on site the "prime" subcontractor shall have their supervisor or foreman on site during all scheduled work shifts.
7. Rules of H&M Construction Company, Inc. which exceed **OSHA** minimum requirements are as follows:
 - Fall prevention and/or protection devices are required for all work activities at or above 6 feet.
 - Hard hats and safety glasses with side shields are required at all times.
 - Scaffold Inspections and Tagging.
 - Personal fall arrest and restraint systems shall be utilized when occupying any type of aerial lift (including scissor lifts).
 - No employee shall be permitted to ride on mobile scaffolds.
 - **Fines will be issued for non-compliance of Safety Rules.**
8. H&M Construction restricts the use of cell phones to Official Supervisory Personnel only. Official Supervisory Personnel will normally consist of those Supervisors and Foreman required to conduct business as usual and anyone required to respond during serious injury or emergency situations.
9. Maintain good **housekeeping** at all times by continuously monitoring work areas. Waste, debris and rubbish, including lunch paper, cups, cans and other litter, must be deposited in closed containers. Oily rags, waste and similar combustible materials must be discarded in properly labeled metal containers.

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10. **Personal protective equipment (PPE)** shall be worn on all operations where there is an exposure to hazardous conditions or where the use of such equipment is required by the hazard. Shirts or T-shirts with 3-inch sleeves and long pants are required. Class 2 high visibility vest or T-shirts, lime in color are required on H&M projects. Visitors are required to wear Class 2 high visibility vest or T-shirts, orange in color.
11. Approved **hard hats** and **safety glasses (Z87.1-1968)** with side shields must be worn while in the construction area or any other designated areas. Any employee performing activities that require the use of **abrasive wheel grinder**, or **cutting tools**, e.g. portable hand grinders or permanently mounted table grinders, shall wear a full face shield over their safety goggles. At a minimum, **sturdy leather work boots or shoes (hard soles)** are required for foot protection (**Z41.1-1991**).
12. Any worker exposed to a fall potential of 6 feet or greater, shall be properly protected by the use of **guardrails, covers, safety nets or personal fall arrest systems**. Fall protection for “roofers” and “other trades” performing work on a roof or working from the roof’s surface shall follow the OSHA fall protection standards, requirements and safe work procedures required for those specific trades. Note: roofers and other trades do not share the same fall protection standards. Safety monitor fall protection systems are prohibited.
13. All **injuries and near misses**, no matter how slight, must be reported to the H&M Construction Company, Inc. Superintendent immediately.
14. Report all **unsafe practices** and conditions to your Supervisor at once. **All** site personnel are encouraged to remind other personnel with regard to safety infractions.
15. **Compressed air** shall not be used to “dust off” clothes or the body. Cleaning of concrete or concrete forms with compressed air requires the use of goggles and face shield for the operator and nearby employees.
16. Submitting **false or fraudulent** information regarding an accident or injury shall not be permitted.
17. Only **authorized** and properly trained personnel are permitted to operate company vehicles, equipment, valves, electrical switches and similar equipment.
18. Maintain all machinery guards, guardrails, seat belts and other safety protection devices in proper working condition.
19. Obey all warnings and traffic signals at all times and park in designated employee parking areas.
20. No person other than the authorized operator is allowed to ride on any piece of equipment that is not equipped with a seat and seat belt for passengers. Transporting passengers in the bed of pick-up trucks, the rear of dump trucks, on tractors, forklifts or similar equipment is **prohibited**.
21. Employees **shall not ride** loads, slings, the ball, crane hook or other material hoisting equipment.
22. When working in the proximity of electrical or mechanical equipment or circuitry, appropriate **lockout or tagging** devices shall be placed to identify all controls that deactivate the circuit and the circuit shall be locked out. No work is allowed on energized electrical parts or panels.

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23. **Ground-fault circuit interrupters** (GFCIs) shall be used on all wiring systems (including generators and welders).
 24. Damaged or defective tools and equipment shall be removed from service and tagged **“Unsafe-Do Not Use.”** All electrical cords shall be inspected per the H&M Electrical Safety policy.
 25. Store and use compressed gas cylinders in a secured and upright position. Oxygen and acetylene must be stored 20 feet apart or be separated by a firewall.
 26. All **fire protection and emergency equipment** shall be plainly marked and must be kept free of obstructions. Tampering with or unauthorized removal of fire extinguishers from assigned locations is prohibited.
 27. The manufacture, possession, sale or use of illegal substances and alcohol in the workplace is prohibited. The Company reserves the right to bar from the site any employee convicted of a criminal drug offense in the workplace. All employees must abide by the provisions of the Federal Drug-Free Workplace Act of 1988.
 28. Carrying firearms, explosives, or other weapons on the job site without proper company authorization is prohibited. Violation of any local, state or federal law on company premises is prohibited.
 29. Fighting, gambling, horseplay, threatening another worker or any other type of misconduct will not be tolerated.
 30. Smoking is not permitted in designated **“No Smoking”** areas, nor in areas where flammable or combustible materials are stored.
 31. Misuse or willful destruction of property or equipment shall not be tolerated.