

Prevention Connection



Safety resources to protect your world

SAMPLE

Construction Safety Program

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I. Safety Policy

[Company Name] considers accident prevention of greatest importance. It is the policy of this company to provide and maintain a safe working environment for our employees in conjunction with providing quality services to our customers.

In support of this safety program, management of [Company Name] requires you to:

- Place safety over expediency or short cuts.
- Take all precautions necessary to reduce the chance of on-the-job accidents.
- Wear all protective equipment as assigned by your supervisor.
- Obey all safety laws and ordinances.
- Report all accidents and injuries immediately to your supervisor.

It is the sincere request of [Company Name] that all employees work toward making this safety program an integral part of our day-to-day operations.

II. Responsibility for Safety

Overall responsibility for insuring incorporation of our safety program is assigned to:

Questions, concerns, or suggestions to improve the program should be submitted to:

As part of scheduled job site visits, _____ will evaluate compliance with the program's components.

Field superintendents will be held accountable for their performance as it relates to safety. Safety performance will be included as a major factor in all performance reviews.

Superintendent Responsibilities

Superintendents have the responsibility to assure the effectiveness of our safety program in the field.

Employees in a supervisory capacity shall require all employees working under their jurisdiction to comply with all applicable safety regulations and safe work practices.

Superintendents are required to document all safety meetings, discussions, training sessions, disciplinary actions, safety inspections, and motor vehicle safety checks. Proper documentation supports compliance with state and federal safety standards.

They will also investigate all accidents and file the necessary reports in a timely manner.

Job superintendent will complete an Employee Safety Orientation Checklist on all new hires to reinforce the importance of our safety program and to insure that all personnel are aware of our safety rules and regulations.

Pre-job planning focused on loss control should be completed on all jobs.

Employee Responsibilities

Employees shall be required to know, understand, and abide by safety rules that apply to the work they perform.

Employees have the duty to immediately correct unsafe conditions or practices that could cause injury to any person or damage to property.

Safety concerns should be immediately communicated to your superintendent.

Employees shall, in the performance of their work, assure at all times maximum protection against accidents involving themselves, other employees, or the general public, is taken.

Employees shall not engage in practical jokes, horseplay, scuffling, or the urging of coworkers to take unnecessary chances or to disregard accepted safety rules and safe work practices.

Employees shall be responsible to properly use the safety equipment that is provided and to ensure that it is kept clean and in safe working order. Unsafe equipment shall never be used.

It is the responsibility of every employee to report accidents immediately in accordance with procedures.

Employees who do not comply with the specific provisions and rules of this Safety Manual are subject to corrective disciplinary action and/or termination.

Safety Disciplinary Action

Every employee is expected to apply all safety rules and regulations for each particular work operation and follow them explicitly. When any employee fails to do so, [Company Name] reserves the right to enforce all safety rules and regulations through appropriate disciplinary action.

In the event that safety disciplinary action becomes necessary, progressive discipline policy will be accomplished by the following warning notice procedure. [Company Name] also reserves the right in its unlimited discretion to modify the policy. This may initially involve suspension from work, with or without pay, until the facts can be obtained.

1. A first notice serves as a warning and can be a verbal or written warning.
2. A second notice is a written warning - a specific warning to the employee concerning a given violation and/or incident.
3. A third notice is also a written warning and may or may not relate to the same violation as the previous warnings. If the facts warrant, termination will follow.

Employee Safety Orientation Checklist

1. Supervisors use this checklist as a guide for conducting safety orientation for new employees.
2. After the orientation, both the supervisor and employee should sign this checklist.
3. Keep the signed checklist in the employee's personnel file for one year plus the current year.

The signed checklist shows the orientation has take place.

Employee Name:

Title:

Division/Department:

Hire Date:

Check each box to show that the subject has been covered with the employee.

1. Explain the safety program including the following:
 - On-the-job training
 - Safety meetings
 - Safety and Health Committee
2. Train in the use of any personal protective equipment required.
3. Explain line of communication and responsibility for reporting all hazards and incidents including:
 - How to report unsafe conditions and practices
 - When to report an injury
 - How to report an injury
 - Who to report an injury to
4. Give a general overview of the operation, procedures, methods, and hazards related to the employee's job and duties including:
 - Hazard Communication Program
 - Lockout/Tag-out Program
 - Trenching/Excavating
 - Confined/Space Entry
5. Explain pertinent safety rules, and local, state, and federal safety and health codes.
6. Discuss first-aid supplies, equipment, and training including:
 - Getting treatment
 - Location of first-aid facilities
7. Review motor vehicle safety program (as appropriate).
8. Discuss the following employee work habits as they apply to safety on the job:
 - Proper lifting techniques
 - Avoiding horseplay or fighting
 - Good housekeeping practices
 - Drug testing policy
 - General safety rules

Employee should not sign this document unless ALL items are discussed and ALL questions are satisfactorily answered.

The signatures below document that all of the above elements have been discussed to the satisfaction of both the employee and the supervisor, and that both the employee and supervisor accept responsibility for maintaining a safe and healthful work environment.

Supervisor signature

Date

Employee signature

Date

III. Drug and Alcohol Policy

[Company Name] will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. Our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances:

- a) On a random or periodic basis.
- b) When an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in their system.
- c) When an employee suffers an on-the-job injury or is involved in an accident resulting in company property damage.
- d) When required by law.

The presence of alcohol or any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal by an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances on company property, job sites, or in company vehicles.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of prescription drugs is prohibited. Employees who take prescription or nonprescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

Violation of any aspect of the company's Drug and Alcohol Policy will result in discipline up to and including immediate termination.

Drug and Alcohol Policy Employee Certification

I have received, understand, and agree to abide by the Company Policy on illegal drugs, controlled substances, and alcohol.

Employee Name (Print):

Employee Signature:

Employee Social Security Number:

Company:

Job or Office Name:

Contract Number:

Contract Location:

Date:

IV Safety Rules & Regulations

This section should be customized to fit your scope of operations

V. Job Site Inspection Checklist

The following list is offered only as a guide, and is not intended to be comprehensive, nor should it be followed in form if job requirements would be better served otherwise.

1. Accident Prevention and Organization

Procedures for self-inspection with documentation, particularly for inspections of critical equipment and job site operations, up-to-date reports, checklists indicating problems and corrective actions taken

New employee provided with job, loss control orientation/training

Orientation form completed on all new employees

Employee follow-up training on a regular basis

Tool box safety meetings conducted at least once a week and documentation on attendance completed

Hazard communication references available

2. Emergency Procedures

First aid station

First aid supplies

First aid qualified personnel on the job

Telephone numbers and locations of nearby physicians

Telephone number and location of nearest hospital

Injuries reported promptly to proper persons

Fire extinguishers identified, checked

Phone number of fire department posted

3. Tools

Proper tool being used for each job

Neat storage, safe carrying

Inspection and maintenance

Damaged tools repaired or replaced promptly

Good housekeeping where tools are used

Power cords in good condition

Proper grounding

4. Ladders

Ladders inspected and in good condition

Metal ladders not used around electrical hazards

Proper maintenance and storage

5. Motor Vehicles

Regular inspection and maintenance

Qualified operators

Local and state vehicle laws and regulations observed

6. Excavation and Shoring

Existing utilities located

Shoring of adjacent structures

Shoring and sheathing as needed for soil and depth

Public roads and sidewalks supported and protected

Materials not too close to edge of excavations

Equipment at safe distance from edge

Ladders or stairs provided where needed according to OSHA

Equipment ramps adequate, slope not too great

7. Flammable Gases and Liquids

- All containers clearly identified
- Proper storage practices observed
- Fire hazards checked
- Proper storage temperatures and protection
- Proper types and numbers of extinguishers nearby
- Carts for moving cylinders
- Caps provided for all cylinders

8. Electrical

- All electrical work in compliance with National Electrical code
- Fixed equipment grounded
- Ground Fault Interruption protection provided and checked daily

VI. Hazard Communication Program

I. PURPOSE

To comply with OSHA's Hazard Communication Standard 29 CFR 1910 1200, to give employees accurate information on the hazards associated with the chemicals used in the work place and to ensure that they are instructed in proper work practices.

II. SCOPE

This policy applies to all personnel.

III. REFERENCES

- A. OSHA Standard 29 CFR 1910 1200, Hazard Communication Standard
- B. Safety Data Sheets (SDS)

IV. POLICY

The use of hazardous materials will be based on full compliance with the following policy:

- A. The quantity of hazardous material procured and used will be kept to a minimum.
- B. Efforts will be made to substitute less hazardous materials.
- C. Hazardous materials will be clearly labeled with identification and warning information.
- D. Standards and criteria for the use of hazardous materials will conform with recognized standards.
- E. Prior to a hazardous material being used, written instructions, such as an SDS, or special instructions must be available.
- F. All employees will receive training on the hazardous materials in use in their work place.
- G. No employee shall work with or handle a hazardous material unless the employee has a working knowledge of the hazards and precautions required for working safely with the material.
- H. A catalogue of Safety Data Sheets will be maintained at each job site and be readily accessible for reference by employees.

V. RESPONSIBILITY

The Hazard Communication Program shall be implemented at all job sites. This program imposes the following responsibilities on all field superintendents:

- A. Maintain copies of Material Safety Data Sheets and a list of all hazardous materials used at the site or by their work crew.
- B. Ensure that all chemicals are properly labeled with the appropriate health and physical warnings.
- C. Train employees on the health and physical hazards of the materials in their work place.
- D. Maintain training records.

It will be the employee's responsibility to follow the recommended practices outlined in product labels, SDS's and operating procedures.

VII. Pre-Job Planning - Organizing for Loss Control

Pre-job planning is essential to ensure that safety is “built into” a project from start to finish. Each job is unique in its exposures, consequently all jobs need an individual review to identify hazards and plan for controls.

Items to be reviewed include:

1. Safety Requirements of Owner, Contractor or Governmental Agency - Management’s responsibility may include implementation of the provisions of the Occupational Safety and Health Act along with any local or state regulations which may be more stringent and/or restrictive.
2. Safety Program Compliance - Requirements for compliance with the safety program should be included in all contracts, subcontracts and lease agreements.
3. Pre-Construction Surveys - Arrangements should be made for surveys of nearby structures prior to the start of operations, if there is the potential for claims resulting from operations such as pile driving, blasting, and evacuation/trenching.
4. Purchase of Safety Equipment - Safety equipment should be ordered to arrive before the actual use date to assure that it meets the necessary requirements. Will there be any special personal protective equipment needs?
5. Trash Disposal - A plan should exist which details trash collections and times. Provisions should be made for good housekeeping.
6. Public Relations - Local property owners should be informed about efforts to minimize inconveniences resulting from the project such as dust, noise, and vibrations. Newspapers can be provided with information about detours, changes in speed limits, or other information affecting those in the project area.
7. Underground Utilities - Prior to any trenching or excavating, the location of all underground utilities needs to be identified.
8. Subcontractors - All subcontractors should be made aware of the company’s safety procedures and what is expected of them. Certificates of insurance should be obtained from all subcontractors and maintained in the job file.

VIII. Personal Protective Equipment

A. PURPOSE AND OBJECTIVES

The proper use of personal protective equipment can prevent or minimize personal injury on the job, [Company Name] recognizes the importance of this need and will provide equipment based on the job's exposures.

B. SCOPE

The following requirements pertaining to personal protective equipment will apply at all job sites. It is the superintendent's responsibility to provide personal protective equipment, and to ensure its proper use wherever necessary.

C. USE REQUIREMENTS

1. Eye and Face Protection

The use of safety glasses or face shields is mandatory where there is exposure to work process with potential for injury to the eyes or face. This could include, but not be limited to, grinding, chipping, sanding, sandblasting, or use of chemicals.

2. Hearing Protection

The use of hearing protection is mandatory where work place daily noise levels exist with the possibility that employees may receive exposure in excess of the allowable noise 85 DBA as a time-weighted average.

The hearing protection devices chosen for use must conform to all applicable federal, state, and local safety and health regulations.

3. Head Protection

Hard hats are required in all construction areas. The head protection devices shall meet the specifications contained in the American National Standards Institute, Z89.1, Requirements for Industrial Head Protection.

Hard hats for the protection of employees exposed to high voltage electrical shock and burns shall meet the specification contained in American National Standards Institute, Z89.2.

4. Respiratory Protection

When it is determined that effective engineering control of oxygen deficiency or air contaminant exposure is not feasible, appropriate respiratory protection will be provided for use by the exposed employees. Use will be mandatory whenever a potential respiratory hazard exists.

The selection, use, and maintenance of respirators shall comply with all applicable federal and local laws pertaining to safety and health.

The job superintendent will provide training for employees when use of respirators is required.

5. Safety Belts, Lifelines, Lanyards, and Safety Nets

The use of personal protective equipment will be deemed mandatory when the hazard cannot be controlled or eliminated. This shall apply to the use of special protective equipment such as life jackets, gloves, aprons, sleeves, shoes, hoods, and boots.

The mandatory use of personal protective equipment will apply to all visitors in areas where use of such equipment is required.

The job superintendent, as part of his pre-planning on a job, needs to evaluate special protective equipment needs to facilitate provision of the proper equipment.

D. TRAINING

1. All employees will be provided with appropriate training on the proper use, adjustment, and care of personal protective equipment.
2. Formal documentation on training is required by OSHA and should contain the following:
 - a. Name of employee
 - b. Date(s) of training
 - c. Type(s) of PPE

Safety Training Meetings

1. The job superintendent is responsible for preparing and conducting Safety Training Meetings for employees on a weekly basis.
2. These meetings are an essential element of [Company Name] 's Safety and Health Training Program. It is a proven fact that projects which conduct good meetings attain better safety records than those that have poor, or no safety meetings.
3. In order to assist in the preparation of material, and in presenting a safety training meeting, the following guidelines are provided.
 - a. PREPARING FOR THE MEETING
 - (1) Select the topic for the meeting several days in advance so that you will have a chance to become familiar with the subject to be discussed. You should be able to present the talk in a convincing manner without reading it.
 - (2) Schedule the meeting at the same time every week, if possible, and hold it right in the work area. These meetings are generally 5-15 minutes in length so seating is not important. However, make sure everyone can easily see and hear you. A good time to hold the meeting is just after shift begins or immediately following the lunch break.
 - (3) Just prior to the meeting, gather all the material and/or equipment you need. When possible, use actual demonstrations to illustrate your points. For example, if you are talking about fire extinguishers, have one with you to show what it looks like and how it operates. Have a mushroomed tool head or a broken hammer handle to show how they can cause accidents. If necessary, get someone to help you.
 - (4) The entire crew, if possible, should be present before the meeting is started.
 - b. CONDUCTING THE MEETING
 - (1) Start on time. You may lose interest if unnecessary delays occur.
 - (2) Make the meeting short and to the point. However, if you get a good discussion going, use discretion about cutting it off too soon.
 - (3) Start the meeting by complimenting the men on some recent good work.
 - (4) Get your people to participate in the meeting. The purpose of these meetings is to get workers to think about safety problems. Encourage them to offer suggestions for improving safety in the work area or your craft.
 - (5) Maintain control. Do not allow the meeting to develop into a wasteful, time-consuming "bull session."
 - c. OTHER ITEMS TO COVER IF APPLICABLE
 - (1) Review any injury a crew member had during the past week. Discuss what the injury was, how it happened, and how it could have been prevented.
 - (2) Review safety violations noted during the past week. Discuss the nature of the violation, the danger involved, and offer constructive criticism without naming anyone in particular.
 - (3) Review the work planned for the week ahead. Discuss hazards to avoid or control, safety equipment to be used, and safe procedures to be followed.
4. Record Keeping Requirements
 - a. Have each employee sign the attendance sheet (which can be found at the end of this section) at the conclusion of the meeting. The supervisor conducting the meeting must also sign it. Forward a copy of the attendance sheet to:
.
 - b. Subjects discussed must be covered in detail. "General Safety" is not specific enough.

Date

Supervisor Signature

Department

IX. COMPANY VEHICLES/SAFE DRIVING

The company vehicle you drive has been entrusted to you for the performance of your job duties. It is expected that you drive in a safe and economical manner at all times and treat the vehicle with care and attention.

When driving a company owned or leased vehicle, the following are required at all times:

- A valid driver's license. In addition, supervisors will check to ensure that any employee who drives a company vehicle possesses the proper class of license as required for the type of vehicle being used.
- Company vehicles are provided for business use only. No one other than the assigned company employees are allowed to operate a vehicle.
- The administrative office will be given the name and driver's license number of any employee who will be authorized to drive company equipment. A motor vehicle record will be obtained from the department of motor vehicles on the proposed driver. A satisfactory report must be in the employee's personnel file prior to allowing the driver to operate company vehicles.
- Annual updates on motor vehicle records will be conducted to insure that a driver's record remains satisfactory.
- Company vehicles will be operated in a safe and prudent manner at speeds dictated by posted speed limits and existing road conditions. Operating any company vehicle in an abusive or reckless manner, or driving at excessive speeds, may result in dismissal.
- A pre-trip safety inspection shall be performed before driving; i.e. test brakes, lights, horn, wiper blades, adjust mirrors, check tires, etc. Report any safety hazards immediately to your supervisor.
- Employees shall use only motor vehicles in good repair and safe condition.
- Use of seat belts is required in all company vehicles.
- Unauthorized personnel shall not be allowed to drive or ride in company vehicles.
- Do a check of the area around the vehicle before entering and before backing or departing from a work/rest location.
- All vehicles with restricted or obstructed view to the rear shall have a back-up alarm installed. The alarm shall be maintained in good operating condition at all times.
- Operators are responsible for proper securing of loads, including waste material or trash.

X. ACCIDENT INVESTIGATION AND REPORTING PROCEDURES

POLICY AND SCOPE

The policy of [Company Name] is to investigate all incidents which result in personnel injury or illness, or damage to buildings or equipment, as a result of an accident or natural phenomena.

PURPOSE

The purpose of investigating job-related accidents and illnesses is:

1. To identify the cause or causes of the accident to prevent potential future occurrences.
2. To comply with applicable federal, state, and local codes and regulations relating to loss reporting.
3. To provide documentation of occupational injuries and illnesses, and to assist in workers' compensation claims management (OSHA 200 log and First Report of Injury).

PROCEDURES

1. All injury, property damage, fire, and near-miss accidents will normally be investigated by the job superintendent. The report must be forwarded immediately to _____ for review.
2. The Supervisor's Report of Accident or Injury will be used to document the investigation.

Notice of Safety Infraction

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

- 1st Infraction - Written/verbal warning
- 2nd Infraction - 3-5 day suspension
- 3rd Infraction - Suspension or dismissal

_____, you have been observed working in the following unsafe manner, contrary to the company safety rules:

This is your 1st 2nd 3rd Infraction

Action taken therefore, is:

Supervisor:

Date:

Employee:

Date:

AVISO DE INFRACCION DE SEGURIDAD

Consideramos la seguridad de nuestros trabajadores muy importante. Por eso, para evitar accidentes, nuestra politica es ejecutar estrictamente las reglas de seguridad de la compania. Infracciones de las reglas de seguridad seran sancionadas en la siguiente forma:

- 1ra Infraction - Aviso Escrito/Oral
- 2da Infraction - Suspension De 3 a 5 days
- 3ra Infraction - Suspension/Despido

_____, usted ha sido visto haciendo su trabajo de manera insegura, descrito a continuacion, que es contra de las reglas de seguridad de la compania:

Esta es su 1ra 2da 3ra Infraction

Por lo tanto, la accion tomado es:

Supervisor:

Fecha:

Empleado:

Fecha:

SUPERVISOR'S REPORT OF ACCIDENT INVESTIGATION

Name of Company:

Name and Address of Insured:

Date of Accident:

Name of Employee:

Name of Supervisor:

Department:

Nature of Injury:

Description of Accident:

Describe Cause of Accident in Detail (See Over):

Measures Taken to Prevent a Recurrence of this Accident:

Supervisor Signature:

Date:

ALL ACCIDENTS RESULT FROM EITHER UNSAFE CONDITIONS OR UNSAFE PRACTICES OR A COMBINATION OF BOTH.

For guidance in preventative action, check those contributing to this accident.

Physical Causes (Unsafe Conditions)

Improperly Guarded	Defective Equipment	Unsafe Arrangement (Housekeeping)	Improper Illumination
Improper Ventilation	Absence of Safe Apparel	Other (Explain Below)	

Personal Causes (Unsafe Acts)

Operating Without Authority	Improper Attitude	Failure to Warn	Unsafe Speed (Haste)
Lack of Knowledge or Skill	Making Safety Device Inoperative	Using Unsafe Equipment	Using Hands instead of Tools
Unsafe Handling of Position	Distraction, Inattention	Unsafe Dress or Apparel	Other (Explain Below)

CHECKLIST & FILE RETENTION FOR DRIVER QUALIFICATION FILES

Applicant		CDL/License No.	
Address		Phone No.	
Date File Open	Date Applicant Employed		Applicant Not Hired
Form No.	Title	Date Doc. Compl.	Superv. Initials
Retain After Leaving Employment		How Often Used	

10,001 LBS. and Above - Requirements (Including Passenger and HAZ MAT)

1. Driver Application	3 yrs.	1 time in full detail
2. Previous Employment Inquiry	3 yrs.	1 for each previous employer
3. MVR Motor Vehicle Record	3 yrs.	Initial hire and every 12 months thereafter
4. Physical Exam	3 yrs.	Every 12 months
5. Written Exam/Answers	3 yrs.	1 time only
6. Road Test	3 yrs.	1 time only
7. Company Policy Agreement	3 yrs.	As needed
8. Disqualification 383-CDL/391	3 yrs.	As needed

26,001 LBS. and Above - Controlled Substance Requirements (Including Passenger and HAZ MAT)

* Controlled Substances Company Policy (To be furnished by the Employer)

9. Controlled Substances Test Consent	5 yrs.	Every 24 months
10. Controlled Substances Test Results	5 yrs. (pos.)	Every 24 months 1 yr. (neg.)
11. EAP - Employee Assistance Program	3 yrs.	1 time only

File Completed:

Date	Supervisor Signature	Title
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Note: Keep in front of files for quick reference and assistance in annual review requirement(s).

Appendix

Forms:

- A. Employee Safety Orientation Checklist
- B. Employee Certification - Drug and Alcohol Policy
- C. Report of Accident
- D. Supervisors Report of Motor Vehicle Accident Investigation
- E. Accident Report
- F. Supervisor's Report of Accident Investigation
- G. Checklist of File Retention for Driver Qualification Files