SOUTHWAY
BUILT WITH INTEGRITY

410-332-4134

1318 E. Fort Avenue
Baltimore, Maryland 21230

SAFETY & HEALTH MANUAL

June
2023

Management Commitment Statement

Southway Builders' daily pursuits are driven by the expectation that every person associated with any type of our work deserves to do their labors in a safe environment. We insist that everyone from craftspeople to administrators and suppliers have the right to return home to their families in the same condition they started their day's work.

To be clear, NOTHING is more important than safety. Safety must ALWAYS take precedence over schedule and cost concerns. We expect all our team members to not only embrace this culture, but to work continually to improve upon it.

The following manual of programs, policies, and procedures must be thoroughly reviewed and regularly referenced as conditions dictate. Through the adherence to the principles and practices defined in the following pages, we will maintain our position as industry leaders, we will continue to honor our values, and we can take great pride in knowing we have collectively worked to ensure the safety of everyone who has a hand in our work.

Thank you for giving this the level of importance it deserves.

William H. Moore

President

Table of Contents

GENERAL REQUIREMENTS

FORMS

Above OSHA Requirements

1. PURPOSE

   This section contains an overview of Southway safety requirements that exceed or are more specific than OSHA. Southway and the project team reserve the right to develop additional safety requirements based on hazards, risks and new regulations.

2. SCOPE

   This is a non-exhaustive list; it is the subcontractor's obligation to read the manual sections that apply to your work in its entirety.

3. CARBON MONOXIDE

   A. All contractors using fuel powered equipment in enclosed areas (including enclosed but non-roofed locations) shall monitor CO levels in all affected areas.

4. CONCRETE AND MASONRY

   A. All impalement hazards covered @48"

   B. See Masonry Wall Bracing

   C. Controlled access zone not permitted

   D. 100% fall protection during overhand brick laying

   E. Washout or washout bag required for all excess concrete or slurry

   F. Short rigging of pump truck requires Southway authorization prior to work being performed.

5. CRANES

   A. A crane lift plan compliant with Attachment A, # 18, shall be submitted for ALL crane lifts 4 weeks prior to lift.

   B. Only qualified riggers shall perform rigging operations.

6. ELECTRICAL:

   A. All temporary splices shall have a wire nut and minimum of five ½ wraps of electrical tape.

   B. A door shall be installed before any permanent equipment is installed.

   C. Minimum of 12-gauge cords

   D. All extension cords will be suspended above finish floor or work platform. Extension cords will not be fastened with staples, hung from nails or suspended by non-insulated wire.

7. EXCAVATION:

    A. Southway Builders has the right to require fall protection in accordance with the Fall Protection section for any excavation over 6 feet more in depth.

8. FALL PROTECTION:

    A. 100% 6' fall protection

    B. "Controlled Access Zones", "Controlled Decking Zones", use of a "Safety Monitor" are not permitted as primary means of fall protection.

    C. All systems must be engineered and used per manufacturer/engineer specifications

    D. Wire rope guardrail systems installation, see fall protection section.

    E. When working at a leading-edge or tied off below the D ring, fall protection shall conform to the most current ANSI Z359.14.

9. HOUSEKEEPING

    A. The subcontractor must include in their JHA how they will dispose of any biproduct created from their work including but not limited to; unused concrete, tile, grout, paint, drywall

10. HOT WORK PERMIT

    A. Subcontractor required to follow Hot Work Permit Procedures.

11. JOB HAZARD ANALYSIS

    A. Need to be prepared and submitted 2 weeks before work is to be performed. JHA to be updated as needed. Employees required to sign JHA confirming review.

12. IMPALEMENT HAZARDS

    A. All reinforcing steel and other similar objects greater than 48 inches above the working surface installed in locations where overhead work is being performed shall be protected to eliminate the hazard of impalement.

13. LADDERS:

    A. No Aluminum ladders

    B. Construction grade 300lb capacity

    C. A ladder permit is required for all working levels twelve feet (12') or above. Permits will only be granted when other means (scaffold, aerial lift, scissor lift e.g.) are not feasible.

14. PPE (PERSONAL PROTECTIVE EQUIPMENT)

    A. Shall be worn the entire duration an employee is on a Southway jobsite unless a designated area has been made for breaks, includes safety glasses, class 2 vest/hi-vis shirt, work boots, hardhat.

15. SCAFFOLDS - FALL PROTECTION AT SIX FEET.

A. Use of scaffold tag.

B. Scaffold cross-bracing is not permitted to be used as a substitute for guardrails.

C. When access ladders, including masts designed as ladders, exceed 20 ft (6 m) in height, positive fall protection shall be used.

D. Swing gates will be provided at all ladder or stair access points.

E. Fall protection must be provided for employees erecting or dismantling scaffolds where the installation and use of protection is feasible and does not create a greater hazard. A competent person shall determine the feasibility and safety of providing fall protection. If it is determined that the work cannot be done by using a conventional fall protection system, the written Site-Specific Fall Protection and Prevention Plan shall be submitted.

16. STEEL ERECTION:

A. Foot Level Tie Off should be avoided if possible. Tie Off at Dorsal D-ring height or higher is always the preferred method, but in instances where this just isn't possible, Foot Level Tie Off is acceptable provided the right equipment and training are provided.

B. When working at a leading-edge or tied off below the D ring, fall protection shall conform to the most current ANSI Z359.14.

C. See Fall protection section for erection of wire rope guardrail system.

17. TEMPORARY HEAT:

A. No Kerosene, oil fueled, solid fuel burning, or convection heaters (a.k.a. 'Pot' heaters) are permitted.

B. Contractor shall continuously monitor carbon monoxide levels when operating heaters indoors.

18. WATER INTRUSION POLICY

A. For plumbers and fire protection contractors.

19. WELDING/HOT WORK

A. A form of mechanical ventilation shall be used for all welding activities.

Management Statement of Authority

A. All persons who come into the work area for any reason during construction will be required to comply with the established safety regulations that govern the project.

B. Subcontractors are committed by contract to observe and comply with all applicable safety regulations and procedures. Each Subcontractor will participate in the Project Safety Program.

C. If Southway finds Subcontractor areas of work or individuals being or acting in noncompliance with OSHA regulations or any other applicable regulations, Southway shall have the authority to order immediate correction and cessation of the non-compliant occurrence. Non-compliance with Project Safety Regulations will be grounds for Subcontractor dismissal and/or employee(s) being forbidden entry onto the project. All costs of correction shall be borne by the Subcontractor deemed responsible. Southway's decision of responsibility shall be final. (Southway Zero Tolerance Policy)

D. Nothing contained herein, however, shall serve to relieve the Contractor of their liabilities and/or obligations under the Federal OSH Act and all additions and revisions thereto, as well as all other applicable Federal, State and Local requirements. The most stringent regulation shall apply if a conflict arises in the interpretation of the safety requirements of Southway or the Federal, State or local Government.

A. Bloodborne Pathogens

1. PURPOSE

To establish the minimum requirements to perform activities associated with bloodborne pathogens on Southway Builders projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator.

3. DEFINITIONS

Not applicable.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with the procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. OSHA 29 CFR 1910.1030 requires that each employee exposed to blood and other infectious materials be advised of the potential blood-borne pathogen hazards and how to guard against those hazards.

B. Each subcontractor, whose employees occupationally have reasonably anticipated exposure to blood and other potentially infectious materials (including all body fluids in situations where it is difficult or impossible to differentiate between body fluids, etc.) must develop a list of all such tasks on the project; instruct the employees in the potential risks involved; develop a labeling system for all infectious materials; train all potentially exposed personnel in the hazards and the proper controls for all listed tasks; provide safety materials and equipment; and offer appropriate medical treatment and advice for any exposure. These steps are outlined in detail in the following material. Employee training for this requirement will be documented and certified by signatures.

C. A copy of the list identifying the hazardous tasks and of each employee assigned to perform those tasks will be submitted to Southway Builders.

D. All subcontractor employees will be given information by their employer regarding the hazardous tasks present in their workplace; and the potential health risks of these tasks. This requirement must be met through training sessions for all employees prior to assignment to the specifically identified hazardous tasks. The information and training shall include the following elements:

   i. The risks and symptoms of exposure to bloodborne pathogens shall be identified.

   ii. How to determine the presence of blood or other infectious materials in the workplace.

iii. Methods to be used to reduce or prevent the exposure to blood and other infectious materials, such as control procedures, work practices, or personal protective equipment.

iv. The necessity for proper housekeeping and personal hygiene techniques including handwashing shall be emphasized.

v. Employees must have the opportunity to ask questions and obtain answers from the trainer who must be knowledgeable in the subject matter.

vi. Procedures to follow in the event of an exposure to blood or other infectious materials.

vii. When a task involves the handling of blood and other infectious materials, how those materials are to be contained, labeled and properly disposed.

B. Carbon Monoxide

1. PURPOSE

To establish the minimum requirements to protect workers exposed to carbon monoxide on Southway projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Southway Safety Coordinator.

3. DEFINITIONS

Not Applicable.

4. RESPONSIBILITIES

The Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and to ensure that each employee follows it.

5. GENERAL REQUIREMENTS

A. Use of any device that discharges the products of combustion into an enclosed work area where an employee is performing work or is anticipated to perform work, requires air testing.

B. Phases of work must be planned out to determine what equipment/temporary heat will be in and/or around enclosed areas with proper air quality measures taken.

6. IMPLEMENTATION

A. Pre-plan all enclosed work activities which involve carbon monoxide producing devices.

B. Monitor all affected work areas where these devices may be operating to determine the concentration of carbon monoxide at least three (3) times each eight (8) hour period. Monitoring shall be conducted with a UL approved monitoring device.

C. Monitor several different points within the area at the working/breathing heights of an individual.

D. Remove the individuals from the area when the concentration of carbon monoxide reaches 25 PPM. Supplemental ventilation shall be provided to reduce the concentration below 25 PPM before the employees are allowed to resume work in the area.

E. Increase the monitoring frequency to greater than 3 times per day when the concentration of carbon monoxide reaches a steady-state concentration of greater than 20 PPM in ambient air.

F. Solid Fuel Salamanders are prohibited within buildings and on scaffolds.

G. Scrubbers do not eliminate carbon monoxide entirely.

H. All areas where heaters are in use should be checked for excess carbon monoxide.

I. Use of temporary heating devices shall meet all National Fire Protection Association (NFPA) requirements.

C. Concrete and Masonry

1. PURPOSE

To establish the minimum requirements to perform activities associated with concrete and masonry construction on Southway Builders projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator.

3. 3. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with the procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

4. 4. GENERAL REQUIREMENTS

In addition to the requirements contained in OSHA 29 CFR 1926.706, the following is required:

A. Construction Loads

i. Contractors must not place loads on any concrete structure until concrete has reached a compressive strength predetermined by the structural engineer for supporting the loads.

B. Reinforcing Steel

i. All vertical protrusions at 48" or less including but not limited to reinforcing steel, conduit and stakes must be guarded to eliminate the hazard of impalement. (Section – Impalement Protection)

ii. Reinforcing steel footer mats greater than 4' in height shall have a single walkway provided on top where possible to minimize that chance of an employee falling through for non-rebar workers. (Plywood or equivalent walkway)

C. Concrete and Masonry

i. Formwork / Shoring

a. Formwork shall be designed, fabricated, erected, supported, braced and maintained per manufacturer specifications or by a registered professional engineer. It must be capable to safely support all vertical and lateral loads that have been anticipated to be applied to the formwork.

b. A minimum of a typical drawing by the manufacturer or professional engineer must be available for review of all formwork.

c. All horizontal formwork shall have a documented inspection prior to the placement of concrete. This inspection will be completed by the Concrete Superintendent or higher to ensure it has been erected as shown on the drawing. (Attachment 2)

d. Fabricated formwork (shoring) shall not be loaded beyond the safe working load recommended by the manufacturer.

e. All shoring equipment (including reshoring) will be inspected prior to erection to make sure it meets the requirements specified in the formwork drawings.

    1. Any damaged equipment will be tagged out of service and removed from the area to prevent reuse. Damage such has bent components, excessive corrosion, cracked welds and broken locking devices on frames and braces.

f. Erected shoring equipment shall be inspected by the subcontractor immediately prior to, during and immediately after concrete placement. Any shoring that is found to be damaged or displaced shall be reinforced to prevent failure.

g. One employee will be responsible to monitoring shoring during concrete placement. All other employee will be kept from underneath concrete pour.

h. Visual delineation shall be installed to keep people away from work and overhead hazards.

i. Base plates, shore heads, extension devices or adjustment screws shall be in firm contact with the footing sill and form material and when necessary, shall be secured to them.

j. Re-shoring shall be provided to safely support slabs and beams after stripping or where such members are subjected to super-imposed loads due to construction. Re-shoring will be immediately installed after shoring is removed.

k. Wherever single post shores are used in more than one tier, the layout shall be designed by a Registered Professional Engineer qualified in structural design and inspected by Superintendent.

l. Fabricated single post shores and adjusting devices shall not be used if heavily rusted, bent, broken welds or other defects.

m. Post shores shall be positively secured to prevent them from falling over. When used on the outside slab edges of a building, post shores will be tied back to secure them from falling.

n. Removal or relocation of reshores shall only be completed by the concrete subcontractor.

ii. Concrete Placement

a. Buckets shall be routed so that employees, or the fewest number of employees, are exposed to the hazards associated with falling concrete buckets. This work shall be coordinated with the Southway Superintendent.

iii. Concrete Pump Trucks

a. A copy of the manufacturer's operation manual must be located in the truck/onsite for each pump or placing boom.

b. If during an equipment inspection a deficiency is observed, the pump shall not return to

service until corrected.

c. A JHA is required for all pump truck set ups.

d. A concrete pump shall have a clearly labeled emergency stop switch that stops the pumping action and moving parts.

e. If quick connect clamps are used, they must be pinned or secured to keep from opening up.

f. When using concrete pump trucks, outriggers shall be fully extended unless otherwise specified by the manufacturer. If the manufacturer does allow pumping without full extension of all outriggers then the following must be completed:

1. Flags must be used on the extended outriggers to designate the safe working area.

2. Short-rigging of pump trucks requires prior authorization by Southway before work can be performed.

3. Riding and walk-behind trowel machines must be equipped with a control switch that will automatically shut off the power whenever the hands of the operator are removed from the equipment handles or off the seat.

iv. Removal of Formwork

a. Southway must receive documentation and contractors must not remove any horizontal formwork or shoring until a determination has been made by the testing lab and engineer that the concrete has gained sufficient strength to support its own weight and that of superimposed loads.

b. Re-shoring shall not be removed until the concrete being supported has attained adequate strength to support its weight and all loads in place upon it.

v. Post –Tensioning

a. No workers, other than those essential to post tensioning operations, shall be allowed to be behind the jack during post tensioning operations.

b. Signs and a warning line/physical barrier shall be posted to limit access to post-tensioning areas during tensioning operations. (Danger/Caution tape shall not be used).

c. No employees shall be behind that jack while tensioning cables.

d. The use of Ground Penetrating Radar or Southway approved method shall be used to locate PT cables prior to work commencing.

vi. Precast Concrete

a. No employee shall be permitted under precast concrete members being lifted or tilted into position except those employees required for the erection of those members.

1. A precast erection plan must be submitted to Southway two weeks prior to the start of work. This plan should include but not limited to:

A. Transportation and storage of precast elements.

B. Crane requirements

C. Lifting insert/rigging specifications

D. Rigging design

E. Erection sequence

F. Temporary bracing

G. Permanent connections

H. Safe working distances for other sub-contractors

I. Fall protection plan

vii. Masonry Wall Bracing

a. The masonry contractor shall provide to Southway a design the requirements of OSHA 29 CFR 1926.706 (b).

b. No one shall be permitted within the limited access zone of an unbraced or braced wall subjected to winds of more than 35 mph (20 mph if during the initial period of construction).

c. A DANGER sign shall be placed on every unsupported masonry wall that is more than 8 feet in height, braced or unbraced, and 50 feet or less in length. The sign shall be placed at each end of the wall and at intervals of not more than 100 feet along each side of the wall. The sign shall contain the words DANGER and THIS UNSUPPORTED WALL IS UNSTABLE IN WINDY CONDITIONS.

viii. Fall Protection

a. All employees engaged in masonry work, including overhand laying or any other activity that exposes them to a fall of 6 feet or greater shall be provided with and use 100% fall protection. This protection shall be either a personal fall arrest system consisting of a full-body harness, double, shock-absorbing lanyard, and anchorage or a safety net or a guardrail. “Controlled Access Zones” are not permitted.

ix. Silica

a. All work where exposure to respirable crystalline silica dust is possible will be done in accordance with the OSHA 1926.1153. A site-specific silica plan or a detail JHA must be submitted prior to commencing work.

x. Disposal

a. Unless a washout is supplied onsite, a washout bag shall be used for all excess concrete, slurry and waste.

D. Confined Space Entry

1. PURPOSE

To establish the minimum requirements to perform confined space entry, and to serve as the foundation of the mandatory written permit-required confined space entry program on Southway projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Southway Safety Coordinator.

3. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all managers and supervisory personnel to enforce this procedure and of each employee to follow it.

4. GENERAL REQUIREMENTS

A. Each Subcontractor shall develop an entry procedure and written plan to be used when Contractor's employees are required to enter confined areas or spaces. Confined Space entry procedures will conform to all applicable Maryland Occupational Safety and Health (MOSH), Occupational Safety and Health (OSHA) 1926.1203 standards and/or the owner's requirements, whichever are most stringent.

B. Documentation of appropriate formal training for all involved in the confined space activity (entrants, attendants, supervisor, and rescue personnel) shall be submitted to Southway for approval prior to any entry.

C. Rescue team identification and availability must be confirmed by the exposing contractor and those rescue procedures and provisions included in the plan.

D. A confined space entry checklist or permit must be completed and posted at the entrance to the confined area. See Appendix for a Sample Confined Space Permit.

5. ATTACHMENTS

Sample Confined Space Entry Checklist

Confined Space Permit

E. Crane Operations

1. PURPOSE

To establish the requirements for crane operations, including erection, dismantling, and usage on Southway Builders, Inc (Southway) projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator. Those projects falling under a specific OSHA state plan states may have additional requirements for cranes and other hoisting equipment (the most stringent shall apply).

This applies to power operated equipment when used in construction, that can hoist, lower and horizontally move a suspended load. Such equipment includes but is not limited to: Articulating cranes (such as knuckle-boom cranes); crawler cranes, floating cranes; cranes on barges; locomotive cranes; mobile cranes (such as wheel mounted, rough-terrain, all-terrain commercial truck mounted and boom truck cranes). This applies to all equipment included in 1926.1400(a).

3. DEFINITIONS

Assembly/Disassembly Director. Individual who meet's OSHA requirements for an A/D director, irrespective of the individual's formal job title or whether the person is management or not.

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

Person-in-Charge (PIC). The key designated supervisor or manager (other than the equipment operator) responsible for the safe handling of a critical lift operation.

Qualified Person. One who by possession of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience has successfully demonstrated his/her ability and given the authority to solve or resolve problems relating to crane processes.

Qualified Rigger. A person with rigging skill and competence demonstrated either by satisfactory and extensive experience or by successfully completing a demonstration rigging test.

Qualified and Authorized Signaler. A person properly trained and possesses the skill and competence to direct the crane operator when moving loads. This person also must have the permission of their employer and the person in charge to complete signaling tasks.

Rigger I. An individual who works under the supervision of a competent person and on a routine basis performs rigging work engaged in lifting loads, other than rigging for special lifts, and the erection, dismantling, jumping, or reconfiguring of cranes.

Rigger II. An individual who has accumulated 2 or more years of experience working as a Rigger I and performs rigging work engaged in lifting loads for special lifts, or the erection, dismantling, jumping, or reconfiguring of cranes, or all of these.

Signal Person. A competent individual who is properly trained in giving signals to the crane operator via hand, audible, or voice per OSHA standards.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

The Safety Coordinator or designate is responsible for reviewing and approving all crane plans. Any changes to these requirements must be approved by the Southway Safety Coordinator.

It is the responsibility of all managers and subcontractor personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS FOR ALL CRANES

A. Documentation

i. The subcontractor, when utilizing hoisting equipment as defined by OSHA Standard 29 CFR 1926.1400a, must submit a Crane Plan no less than four (4) weeks prior to their scheduled lift. The plan must be developed by a qualified person and be designed to meet the requirements of 29 CFR 1926 Subpart CC including but not limited to: Weights and cutsheets for the load, calculations for crane lift, rigging diagram, lift chart, diagram of crane and load location onsite, CCO operator documentation, current Crane inspection, proof of physical, rigger certifications and outrigger loads.

ii. The Assembly/Disassembly Director shall be responsible to ensure that all provisions of safety as specified in 1926.1404 are met including but not limited to: adequate site and ground bearing conditions, proper blocking and cribbing, knowing load weights and center of gravity, equipment capacity, support of booms and counterweights, rigging of boom and suspension systems, determination of safe wind speeds, etc.

iii. No work shall proceed without a crane review by Southway Builders. No claims will be accepted for losses sustained by the contractor for delays caused by failure to comply with these requirements.

B. Inspections

i. Contractors shall provide Southway Builders evidence of annual inspection by a third-party inspection agency not under the control or ownership of the crane owner.

ii. All repairs and adjustments noted on the inspection shall be corrected. Temporary alternative measures for safety devices or operational aids as specified within Federal or State OSHA regulations will not be accepted.

iii. Documented inspections shall be performed by a qualified person designated by the contractor in accordance with 1926.1412, 1926.1413 and the manufacturer's recommendation and ANSI B30 Standard for the type of crane being inspected and the most current version. This inspection shall be completed prior to each shift starting work, and when equipment is modified, repaired or adjusted, post assembly, monthly, annually and in conditions of severe service. Evidence of documented inspections shall be made available to Southway.

iv. A new independent third-party inspection is required pre- and post-assembly in the configuration that the crane will be used, after severe weather and after adjustment or repair, for each piece of

equipment. Severe weather includes hurricane, tornado and/or earthquake.

C. Operation

i. Operational Aids, including but not limited to: boom hoist limiting device, boom angle indicator, load radius indicator, luffing jib limiting device, anti-tube-locking device, load weighing device (such as a load moment indicator), and outrigger stabilizer position monitor must be in proper working order. Temporary alternative measures for safety devices or operational aids are not permitted to be used.

ii. Safety devices - including but not limited to: crane level indicator, boom and jib stops, foot pedal locks, check valves on hydraulic outrigger and stabilizer jacks, horns and anemometer must be in proper working order before equipment operations can begin.

iii. A maximum wind speed for crane operations during the project shall be determined and agreed to by all parties prior to any crane use. Continued operation during winds exceeding 20 mph shall be reviewed.

iv. When lightning is observed, or thunder heard, all crane and lifting operations shall stop. Southway shall make the determination with the contractor's competent person, as to the proximity of the lightening. When lightning is 10 miles away or less, work must stop for 30 minutes after the last audible thunder or visible flash of lightning.

D. Operator

i. The crane operator(s) shall be proficient in the operation of the crane(s) and licensed in the State/City where the operation is being performed, or certified by an accredited crane operator testing organization, such as the National Commission for the Certification of Crane Operators (NCCO), or by an audited employer program developed by an accredited crane operator testing organization and audited by a third-party qualified auditor.

ii. Proof of successful completion of a physical examination conducted by a licensed physician that includes, at a minimum, the examination criteria specified in Paragraph 3.1.2 of the ASME B30.5-2007 Safety Standard for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings, Mobile and Locomotive Cranes; or

iii. A certificate of medical examination as required for a commercial driver's license that would be acceptable to the U.S. Department of Transportation, unless the employee provides documentation from a licensed physician that the failure to meet these qualifications will not affect the individual's operation of a crane.

E. Power line safety

i. Crane and rigging operations are not permitted within 20 ft. of power lines unless the power lines are de-energized and confirmed by a qualified utility company representative.

ii. Where encroachment is required within 20 ft. from power lines, a planning meeting shall be conducted with the assembly/disassembly director, operator, utility agency, crew and other workers in the area to review steps to prevent encroachment, in accordance with 1926.1408, Table A.

iii. Tag lines must be non-conductive

iv. Dedicated spotters shall be used

v. Proximity alarms or range control warning device shall be used

F. Special procedures

i. A Crane Lift Plan shall be developed by the Contractor's qualified person and overseen by the Contractor's qualified and competent assembly/disassembly director for the following and submitted to Southway prior to the lift taking place:

a. A Critical Lift. Critical lifts are defined as lifting a load when the weights are at or over 75% of the rated capacity of the crane and rigging as determined by the manufacturer

b. Multi-Crane Lifts

c. 100 Tons or greater Lift

d. Any application that deviates from the manufacturers' recommendations.

e. When special/unique hazards are under/adjacent to the load at any time during the lift

f. When Southway determines such a procedure is necessary

g. The lift procedure will include a Job Hazard Analysis developed by the Contractor and submitted to Southway along with a Pre-Lift meeting which shall be held at least 2 weeks prior to the lift. All concerned parties must be present for the meetings with minutes of the meeting recorded by Southway.

G. Rigging

i. Only qualified riggers shall perform rigging operations

ii. A Competent Person appointed by the Contractor shall inspect all rigging equipment. Inspection shall be done and documented prior to each shift starting work, monthly and annually in accordance with 1926.1413.

iii. If there are any deficiencies in rigging equipment, the equipment shall be immediately removed from service and the project site or destroyed.

iv. Tag lines shall be used on all loads.

v. Wire rope slings shall bear a legible manufacturers capacity tag.

vi. Shake-out/sorting style hooks shall only be used to shake out steel once it has been unloaded and may not be used for overhead lifting.

H. Signals

i. The contractor shall appoint a qualified and trained signal person that meets the definition of 1926.1428 and 1926.1430.

ii. When hand signals are used, only the standard method for signals shall be used 1926.1400 Appendix A.

iii. Operator and signal person shall meet prior to hoisting lifts to confirm understanding of signals.

F. Tower Cranes

1. PURPOSE

To establish the requirements for crane operations, including erection, dismantling, and usage on Southway Builders, Inc (Southway) projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator. Those projects falling under a specific OSHA state plan states may have additional requirements for cranes and other hoisting equipment (the most stringent shall apply).

3. DEFINITIONS

Assembly/Disassembly Director. Individual who meet's OSHA requirements for an A/D director, irrespective of the individual's formal job title or whether the person is management or not.

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

Master Rigger. An individual who has met all the requirements of Rigger II plus has accumulated 5 or more years of experience rigging loads and is authorized by the employer to take prompt corrective action to eliminate hazards.

Qualified Person. One who by possession of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience has successfully demonstrated his/her ability and given the authority to solve or resolve problems relating to crane processes.

Rigger I. An individual who works under the supervision of a competent person and on a routine basis performs rigging work engaged in lifting loads, other than rigging for special lifts, and the erection, dismantling, jumping, or reconfiguring of cranes.

Rigger II. An individual who has accumulated 2 or more years of experience working as a Rigger I and performs rigging work engaged in lifting loads for special lifts, or the erection, dismantling, jumping, or reconfiguring of cranes, or all of these.

Signal Person. A competent individual who is properly trained in giving signals to the crane operator via hand, audible, or voice per OSHA standards.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

The Safety Coordinator or designate is responsible for reviewing all crane plans. Any changes to these requirements must be approved by the Southway Safety Coordinator.

It is the responsibility of all managers and subcontractor personnel to enforce this procedure and of

each employee to follow it.

5. GENERAL REQUIREMENTS

A. Tower Crane Erection and Dismantling Safety Coordination Meeting

i. A Tower Crane Safety Coordination Meeting shall be held prior to the planned erecting, dismantling or jumping of tower cranes. All parties involved in the process shall be involved in the meeting.

ii. The following topics are to be covered during the Tower Crane Safety Coordination meeting:

iii. A written job plan which describes the intended operation of the subject crane including specific uses of the crane and the nature and weight of anticipated loads (Scope and sequence of work);

iv. The Plan for Erection, Dismantling, Raising & Lowering of the Tower Crane;

v. Tower Crane Site Logistics Plan;

vi. Roles and responsibilities; Required Licenses and certifications;

vii. Qualifications and training of personnel;

a. The operator shall hold a current certification by NCCCO as a certified tower crane operator. Written statement of each crane operator's experience and qualification to operate the type of tower crane utilized shall be included with the copy of the NCCCO certificate available on site.

b. Riggers who rig or connect loads lifted by a tower crane shall be qualified to ANSI A10.42 or hold a current certificate by NCCCO as a certified rigger. The certification shall be current to within three years of the operation period of the crane on the project

c. Signalpersons who provide hand or verbal signals to a tower crane shall be qualified and trained or hold a current certificate by NCCCO as a certified signalperson. The certification shall be current to within one year of the operation period of the crane on the project

d. Documentation of compliance with FAA and other state and local permits as applicable

e. All engineered drawings, certifications and specifications (including foundation designs and structural bracing design and installation and crane mat engineered design drawings)

f. Plan for tower cranes during inclement weather, including relevant weather warnings and compliance with manufacturer's manual (including maximum recommended wind speeds for erection/dismantling, and anemometer equipment/location)

g. Communication systems

h. Self-rescue devices for the operator

i. All loads and lifting components and capabilities

j. Written crane inspection program containing inspection responsibilities of supervisors, inspection schedule/intervals and a listing of all equipment to be inspected including but not limited to: collars, ties, and bolts;

1. Crane Installation inspection – A third-party, independent tower crane inspector shall inspect all tower crane components upon arrival to the project and ensure they were not damaged during transport. Once fully erected, the third-party crane inspector for the crane must provide Southway with a certified and signed report stating that he/she has inspected the crane installation. This certified report must verify that the crane is installed in accordance with plans filed with Southway and the city or state where applicable, and that the third-party crane inspector for the crane has reviewed the appropriate technical testing records, including torque, plumb, and magnetic particle reports for the crane. Every three (3) months, the crane shall be inspected by a qualified third-party, independent crane inspector

2. Written crane maintenance and preventative maintenance program

3. A written testing schedule (in accordance with manufacturers requirements and ANSI B30.3) for functional motions, limiting devices and brakes, including, but not limited to: load hoisting and lowering, boom hoisting, lowering and traversing the trolley, swing motion, brakes and clutches, and limit, locking and safety devices;

B. The Plan for Erection, Dismantling, Raising & Lowering of the Tower Crane shall include:

i. The engineer of record for the crane must submit written plans and specifications to Southway and the applicable state or federal agency that detail the erection, jumping and dismantling procedure for the crane that is to be erected, jumped or dismantled at the site. These plans must be prepared by the licensed engineer and in conjunction with the licensed rigger and must be received prior to the safety coordination meeting.

ii. A site-specific Job Hazards Analysis describing the steps involved in tower crane erection, jumping, dismantling and operation, the related hazards, and the controls to be implemented to mitigate these hazards. The JHA shall also address protection from fall hazards to the erection crews and fall rescue;

iii. The manufacturer's erection sequence for counter-jib, jib, counter-weight machine deck, and tower spire and procedures for installation of jib and counter-jib support pendants;

iv. Verification that – before each climb – the following have been performed:

a. Inspection of the load-bearing members of the climbing and support system;

b. Balancing the crane per the manufacturer's instructions;

c. Inspection of the crane to determine that there are not obstructions to the free movement of the mast (tower).

1. Verification that no employees, other than those engaged in the erection, climbing or dismantling of the crane, are to be permitted in the area below the crane during erection, climbing and dismantling work. No other work shall be performed on the crane while these processes are taking place. The clear area below the crane shall be that open area below the current activity where employees are exposed to potential hazards within the maximum radius of the crane measured from its base;

2. Erection, climbing, jumping and dismantling shall be conducted during off-hours or on weekends when no other workers (other than those engaged in the activity) are present.

3. The type and calibration of torque wrenches and/or belt-stretchers and the procedure

to be used for all tower sections and slew-ring bolts, including re-torqueing after final assembly;

4. A procedure for written verification of all slew-ring and tower section bolt torques to be maintained at the worksite or on the crane;

5. Climbing schedule

6. Specifications of the assist/erection crane and rescue crane

7. Rigging materials to be used

8. Inspection scope and frequency of all rigging equipment, materials and tools prior to erection, dismantling and raising/lowering

9. Rigging diagrams, capacities and specific sequence of rigging operations

10. Manufacturer's maximum recommended wind speeds for erection, jumping, dismantling and operation

C. The Tower Crane Site Logistics Plan shall include:

i. A plan stamped by a Registered Professional Engineer detailing the tower crane supports, such as foundation, railway, floor support and tie-in collars, as well as soil stability and bearing capacity, reinforced steel design, foundation tower anchor placement and concrete specifications available on site;

ii. Crane swing radius plans, including plans to ensure multiple tower cranes on site will not strike each other;

iii. Site plans showing ground storage space for each component, including truck positioning and off-loading activities as well as pre- assembly work;

iv. A description of the relationship of the crane at the maximum possible radius to the building under construction, including minimum clearances between the tower, counter-weights, jibs, and any other relevant moving parts of the crane to parts of the building, including thrust-outs, cornices, window bays, and any other fixed points;

v. A description of the maximum permissible radius and load ratings for the configuration and the building component weights to be lifted;

vi. Description of the proximity of high voltage overhead power lines to the operating radius of the tower crane, and tower electrical grounding methods;

vii. Communication plans for ground-crew, riggers, other crane operators and others on site;

viii. Identification of each lift with respect to weight, the necessary mobile crane reach and rigging accessories required (refer to Gilbane Crane Lift Plan). A scale on site to verify the weights of each component is recommended;

ix. Counter-weight specifications if they are prepared on site;

x. Safety, proximity and redundancy systems and limit switches to be installed;

xi. Size of banners to be applied and 'wind sails." only after consulting the manufacturer and the Engineer of Record;

xii. Location and type of wind measuring devices;

D. Tower Crane Base Enclosure

i. An 8-12' high plywood or anti-climb design fence must enclose the entire base of the tower crane and meet the following requirements:

a. Gaps of the enclosure to any other surface must not exceed 4"

b. The enclosure must include one door to access the tower crane base

c. The door must include a lock with two keys; one for the crane operator and one for Southway

d. The Southway key must be kept in a secure location within the jobsite trailer or office; when missing, lost or stolen, the lock must be rekeyed

e. The Crane Operator must lock the base enclosure upon completion of their daily shift

f. Southway will verify the crane enclosure is locked at the open and close of business

g. Night and after-hours lighting must illuminate the interior and exterior of the tower crane base enclosure

h. The enclosure must be provided and assembled by the subcontractor or vendor supplying the tower crane for the project

i. The enclosure must be approved by the Professional Registered Engineer for the crane to ensure the enclosure does not interfere with the crane's operation

j. Installation of these security measures must occur within 48 hours of the tower crane erection.

E. Security System

i. A security system plan must be developed by the project team.

ii. The security system plan must include monitored, motion-activated cameras that, at a minimum, provide coverage of the site perimeter and the base of the crane, and are positioned in a location to detect an individual climbing the crane mast

iii. Installation of these security measures must occur within 48 hours of the tower crane erection.

F. Perimeter Signage

i. Signage must be attached to the perimeter fence near all gates, at every change of direction and approximately every 100 feet along the fence perimeter indicating the following: No Trespassing, Violators Will be Prosecuted, Monitored by Video Surveillance.

ii. Installation of these security measures must occur within 48 hours of the tower crane erection.

G. Inspections and Testing

i. An inspection shall be conducted by a state-licensed independent tower crane inspector:

a. Prior to erection;

b. Upon erection and every three months;

c. Bi-monthly in adverse conditions (After lightning strikes or significant environmental events;

d. After tower jumps.

1. Capacity testing of tower crane after erection and jumping. This shall be performed with a known weight to ensure proper calibration per the manufacturer's instruction.

2. Proof load testing in accordance with manufacturer's requirements within 12 months preceding the cranes arrival and use on site;

3. The third-party tower crane inspector shall perform visual and functional motion tests on all systems and components in accordance with the manufacturer's requirements. The inspection shall include:

A. Non-destructive testing and inspection of all welds and Magnaflux testing on all welds suspected to be damaged.

B. X-ray welds;

C. Visual inspection of boom lattice, turntable, bolts, pins, load blocks, weight ball, slings, hoist lines, limit switches, counterweights, walking surfaces, braces, collars, etc.;

G. Demolition

1. PURPOSE

To establish the minimum requirements for Southway Builders' and its subcontractors for Demolition Operations

2. RESPONSIBILITIES

The Project Team has overall responsibility for establishing and ensuring compliance with this procedure.

The project management team is responsible for collecting the Demolition Plan/ Job Hazard Analysis a minimum of 2 weeks prior to work commencing and submitting to the Safety Department for review

The safety staff is responsible for reviewing the plan and ensuring it meets all requirements of this section.

It is the responsibility of all Southway Management to enforce this procedure and of each employee/ subcontractor to follow it.

3. GENERAL REQUIREMENTS

A. All demolition operations shall be completed in accordance with OSHA 29 CFR 1926.850.

B. The demolition subcontractor will be required to submit a Site-Specific Demolition Plan prior to start of work, this plan will detail the following:

   i. Policies and procedures in place to assure employee safety.

   ii. Procedure for identification and removal of hazardous substances.

   iii. Site control including protection of the general public and adjacent structures and Daily inspection procedures.

   iv. Identification of live electrical conductors and other materials to stay.

   v. Methods used for structural demolition.

   vi. Equipment necessary for demolition operations.

   vii. Fire Protection Methods. 241

   viii. Removal of material from the site

   ix. Employee training

C. Per 1926.850 (a), Prior to permitting employees to start demolition operations, an engineering survey shall be made, by a competent person, of the structure to determine the condition of the framing, floors and walls and possibility of unplanned collapse of any portion of the structure. Any adjacent structure where employees may be exposed shall also be similarly inspected. The employer shall have in writing evidence that such a survey has been performed.

4. IMPLEMENTATION

A. Site preparation

i. A copy of the Phase 1 and 2 (if available) Site Assessment Report, and hazard assessment shall be transmitted to the demolition subcontractor for review. Any hazardous materials including but not limited to; asbestos, lead, PCBs, bird droppings or contaminated soil/water shall be removed in accordance with applicable standards and regulations by Authorities Having Jurisdiction.

ii. All electric, gas, water, steam, and other service lines shall be shut off, capped or otherwise controlled outside the building line before demolition work is started. In each case, any utility company which is involved shall be notified in advance.

iii. It shall also be determined if any type of hazardous chemicals, gases, explosives, flammable materials, or similarly dangerous substances have been used in pipes, tanks, or other equipment on the property. When the presence of any such substances is apparent or suspected, testing and purging shall be performed, and the hazard eliminated before demolition commences.

B. Site Control

i. Ground level protection of all sidewalks, roads, or public thoroughfare adjacent to or in proximity of the project site shall be identified, protected and kept clean and unobstructed at all times.

ii. Sidewalk protective structures shall be constructed using ANSI A10.6 guidelines as a reference.

iii. All perimeter doors and gates facing on a public thoroughfare shall swing into the site.

iv. Catch platforms and scaffolding shall be installed using ANSI A10.6 guidelines as a reference.

v. Safe walkways and egress routes with proper illumination shall be established and maintained throughout demolition site.

C. Fire Prevention and Control

i. Fire hazards are identified in the initial site survey must be identified and addressed in the Demolition Plan.

ii. Portable fire extinguishers of the proper class shall be located throughout the site. All motor driven equipment shall be equipped with an approved extinguisher.

iii. Access to fire hydrants and temporary/permanent standpipe connections shall always be provided.

iv. Portable storage tanks shall not be closer than 20 feet from any building.

v. Combustible debris shall be cleaned up daily and protected from fire.

vi. Any welding or demolition creating sparks shall require a hot work permit and shall follow Southway's Hot work permit procedures reference.

D. Floor/shaft hole openings

i. All floor and shaft openings used to remove debris shall be protected with a guardrail system.

ii. All employees not protected by the guardrail system and exposed to a fall greater than 6' shall use a PFAS compliant with Southway's Fall Protection Safety and Health Manual reference.

iii. All floor and shaft opening edges shall have curbs or stop logs to prevent mechanical equipment from running over the edge.

iv. Any openings in the shaft below where debris is dropped shall be guarded to prevent debris from landing anywhere other than the bottom of the shaft.

E. Demolition of Walls and Masonry Sections

i. Masonry walls shall not be permitted to fall upon the floors of the building in such amounts as to exceed the safe carrying capacities of the floors.

ii. No wall section greater than 6 feet in height shall be permitted without tie-ins or bracing.

iii. No individuals shall work on top of a wall without proper fall protection or ensuring the wall is stable to withhold the individual's weight.

iv. Proper access to walls and masonry sections shall be provided by means of ladders or scaffolds.

v. Debris shall not be piled against walls unless the wall has been determined the wall can support the load.

F. Chutes

i. Debris may not be dropped outside of the building at a height greater than 20 feet unless a chute or slide is used.

ii. All areas where material is dropped outside the exterior of the building shall be adequately protected.

iii. All chutes shall meet the current NFPA 241 to include being fire rated and entirely enclosed except for openings equipped with closures for the insertion of materials.

iv. All openings shall be capable of being locked to prevent debris from being dropped.

v. Fall protection measures must be taken around any chute opening to prevent individuals who dump materials in the chute are protected from falling.

vi. All chutes shall be designed and constructed as to eliminate failure due to impact of materials or debris loaded therein.

H. Discipline | Zero Tolerance Policy

1. PURPOSE

   To establish potential disciplinary actions for Safety and Health violations on Southway projects.

2. SCOPE

   This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator.

3. RESPONSIBILITIES

   All Southway Management is responsible for enforcement of safety and health requirements.

4. GENERAL REQUIREMENTS

   A. This accountability Policy details the minimum standards all personnel are required to observe regarding environmental safety and health issues.

   B. Each subcontractor shall participate in and enforce the project-specific Safety and Health Manual as well as all applicable federal, state and local ESH requirements.

   C. Each subcontractor is responsible for the actions of their employees and those of their subcontractor(s).

5. ADHERENCE TO ESH POLICES REGARDING DANGERS THAT ARE IMMEDIATELY DANGEROUS TO LIFE AND HEALTH

   A. All personnel shall adhere to all ESH policies that protect against immediate dangers to life and health. Examples of such policies include but are not limited to, those regarding fall protection, exposure to electricity, caught in-between hazards, struck by hazards, hazardous energy control hazards (LOTO), exposure to unsafe trench excavation, failure to locate underground utilities and confined space hazards.

   B. The following progressive disciplinary procedures will be enforced:

      i. 1st offense: Two (2) day suspension from all SBI sites

      ii. 2nd offense: one (1) week suspension from all SBI sites

      iii. 3rd offense: permanent removal from all SBI sites

6. ADHERENCE TO ESH POLICIES REGARDING ACTIVITY NOT IMMEDIATELY DANGEROUS TO LIFE AND HEALTH

   A. All Personnel shall adhere to all ESH Policies including, but not limited to, personal protective equipment, tool/equipment inspections, use of tools, housekeeping, repeat offenses and paperwork/ documentation.

   B. The following progressive disciplinary procedures will be enforced:

i. 1st Offense: written reprimand/ observation in Procore

ii. 2nd offense: Two (2) day suspension from all SBI sites

iii. 3rd offense: Permanent removal from all SBI jobsites

C. All employee(s) removed from the site shall attend training at the subcontractor's expense in the topic of the violation. Documentation of training shall be submitted prior to the employee returning to work. Documentation shall include the date of training, subject matter, trainer's name and signature and attendees' name and signature. Documentation of trainer's qualifications may be requested.

D. In addition to the removal of employees from the jobsite, fines may be imposed for any safety and health concern.

7. FINES:

A. All fines will be issued immediately and will be backcharged to the subcontractor as a deduct to the subcontract. Any disputed citations shall be addressed as per the dispute resolution clauses of the executed contract.

B. Fines start at 250.00 and up to 5000.00 for each offense or may be applied daily until the hazard is abated. The amount and frequency are the discretion of the Southway Management Team.

C. All fine will be assessed per person; meaning that if a company has multiple employees that have been cited for violations, the total fines will be based on each individual.

D. Maximum fines to be levied to a single subcontractor shall not exceed 10% of the total subcontract value.

I. Electrical

1. PURPOSE

To establish the minimum requirements to perform activities associated with electrical work and exposure to overhead energized conductors on Southway Builders projects.

2. 2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator.

3. DEFINITIONS

No definitions

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. All electrical work, installation and wire capacities shall be in accordance with the applicable pertinent provisions of the National Electrical Code (NFPA 70 and 70e, most current versions),(American National Standards Institute) ANSI, MOSH and OSHA Standards.

B. All energized splices or ends, shall have nuts and conductors protected by 5 tightly wrapped half-lap wraps of vinyl electrical tape.

C. All 120-volt, single phase, 15 & 20-amp temporary power circuits (with the exception of temporary lighting) shall have GFCIs installed.

D. GFCIs shall be tested monthly. Documentation of the testing shall be made available upon request.

E. Extension cords used with portable tools must be of heavy duty 3-wire type and a minimum 12-gauge wire. Damaged electrical cords shall not be used.

F. All extension cords will be suspended above finish floor or work platform. Extension cords will not be fastened with staples, hung from nails or suspended by non-insulated wire.

G. Receptacles shall not be connected to the same circuits which supply temporary lighting.

H. Temporary lighting circuits must be a UL-approved assembly.

I. Lighting on barricades, fences or sidewalk coverings shall be encased in metal raceway.

J. Bulbs for temporary lighting must have guards to prevent accidental contact.

K. Temporary lights must be suspended by the lamp fixture and by non-conductive twine or cord or other material.

L. All wiring used for temporary lighting shall be run using SJTW cord type, minimum 14/2 Gauge conductor. Romex or crimp on style temporary lighting is not acceptable.

M. Splices shall be made within secured junction boxes and performed by a qualified electrician.

N. Splices in conductors, when required, shall have nuts and conductors protected by 5 tightly wrapped half-lap wraps of vinyl electric tape.

O. Portable electric lighting used in moist or other hazardous locations such as drums, tanks, vessels, bins, bunkers, etc., shall be operated at a maximum of 12 volts (non-explosive).

P. All shop lighting and portable task lighting shall have a cover and guard installed when in use or available for use.

Q. Receptacles shall not be connected to the same circuits which supply temporary lighting.

R. Any temporary lighting must be on a dedicated circuit only utilized for temporary lighting.

S. All temporary wiring shall be effectively grounded in accordance with the National Electrical Code (Articles 305 and 310).

T. All non-current carrying parts of electrical equipment must be grounded or double-insulated. Grounded circuits must have enough capability to carry all currents likely to be imposed on it.

U. All electrical equipment and wiring in hazardous locations must conform to the National Electrical Code standards.

V. All power panels shall have metal covers installed at all times.

W. Electrical room doors shall be self-closing and locked from unqualified persons at all times.

X. When not working in the panel the door shall be closed and locked.

Y. All open or exposed breaker spaces shall be adequately covered and labeled.

Z. Fish tapes or lines made of metal or any other conductive medium are prohibited. Nonconductive tapes and lines will be used in their place.

AA. Temporary doors shall be installed and capable of locking before permanent electrical equipment is installed.

AB. Troubleshooting and voltage testing conducted on live systems will be conducted in accordance with NFPA 70E.

AC. Any energized work greater than 50volts not defined as troubleshooting, voltage testing will require an energized work permit.

    i. The work permit must meet NFPA 70e requirements and final authorization by Southway Builders Safety Coordinator.

AD. All electrical tools and extension cords found to be defective (Examples: missing or broken ground pins, exposed internal conductors) will immediately be rendered in-operative by cutting off the plug end or by immediately removing from the project.

AE. Work activity adjacent to overhead lines shall not be initiated until a survey has been made to ascertain the safe clearance from energized lines.

AF. Any overhead wire shall be considered energized unless the person owning such line or operating officials of the electrical utility supplying the line certifies that it is not energized and it has been visibly grounded and tested.

AG. Operations adjacent (within 20 feet) to overhead lines are prohibited unless at least one of the following conditions is satisfied:

i. Power has been shut off and positive means taken to prevent the lines from being energized.

ii. Equipment, or any part, does not have the capability of coming within the minimum clearance from energized overhead lines.

iii. A plan has been made to ensure that protective measures are in place to prevent the lines from being struck. This plan shall be authorized by the Southway Safety Coordinator.

J. Emergency Procedures

1. PURPOSE

To establish the minimum requirements for the effective investigation of all incidents on Southway projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator.

3. 3. RESPONSIBILITIES

The Project Superintendent has overall responsibility for ensuring there has been a thorough investigation of the incident. The Superintendent must ensure that proper photos and statements have been taken, evidence saved, and the elements of this procedure adhered to. The Superintendent is also responsible to immediately contact the Safety Coordinator.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

4. GENERAL REQUIREMENTS

A. Emergency action plan

i. Each project shall develop a written Site-Specific Emergency Action Plan.

ii. The Site-Specific Emergency Action Plan shall be posted and reviewed in orientation.

iii. All incidents are to be handled by the ranking person present, with whoever is available to assist.

iv. The ranking person shall direct someone to notify first aid personnel, and to call for emergency services as necessary.

v. The Project Superintendent is to be notified as soon as this can be done without delaying assistance to the injured. They will then take appropriate action.

vi. In incidents resulting in injury to personnel, individuals qualified to administer first-aid will assist the injured, will stabilize their condition and may arrange for transportation to a hospital if further treatment is required.

vii. Except when necessary to avoid further injury, or to prevent additional damage to the work, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent, or the person designated to make the investigation and report.

viii. As soon as the Project Superintendent, Owner or Authorities can release the area from this constraint, contractors concerned will clean-up and make repairs to return to a normal situation.

B. Alarms

i. Southway shall be notified of all emergencies and notify the appropriate emergency service of the incident and initiate appropriate action.

ii. Fire alarms within the area of construction will consist of three short blasts on an air horn (or other suitable alarm) located at the Southway office. Telephone notification of the fire department will be initiated immediately after sounding the air horn alarm.

iii. All subcontractors shall gather at the rally point and count their employees. Any employees missing shall be reported to Southway immediately. Under no circumstances shall subcontractors leave the rally point unless directed by Southway or emergency personnel.

C. Incident Involving Serious Injury or Death

i. The following procedures are established in the event of an incident involving serious injury or death to employees or members of the general public:

a. Individuals qualified to administer first-aid should assist the injured, stabilize their condition, and arrange for transportation to the hospital emergency room if further treatment is required.

b. Southway is to be notified immediately. When an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye. A fatality must be reported within 8 hours. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours. Contacting OSHA is the responsibility of the employer of the victim.

c. All non-essential personnel shall be removed and/or kept back from the area.

d. Rescue personnel shall be aided as requested.

e. No comments shall be made. All inquiries shall be referred to the Southway Management team.

f. All subcontractors shall cooperate in the full incident investigation.

g. No on-site photographs are to be taken without the specific approval of the Project Manager and the Project Superintendent.

h. Within the immediate area of the incident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent or other person designated to make the investigation and report.

i. As soon as Southway can release the area from the above constraint, contractors concerned will clean-up and make repairs to return to a normal situation.

D. Property Damage Incidents

i. The following procedures are established in the event of an incident involving property damage:

a. Southway is to be notified as soon as this can be done without delaying efforts to prevent further damage. Southway then takes appropriate action and direct other personnel to assist

as necessary.

b. Efforts shall be taken to protect against further damage where possible.

c. All non-essential personnel shall be removed and/or kept back from the area.

d. No comments shall be made. All inquiries shall be referred to the Southway office.

e. No on-site photographs are to be taken without the specific approval of Southway

f. All subcontractors shall cooperate in the full incident investigation.

g. Within the immediate area of the incident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by Southway.

h. As soon as Southway can release the area from the above constraint, contractors concerned will clean-up and make repairs to return to a normal situation.

E. Severe Weather

i. The following procedures are intended to prepare the project site in the event of severe weather conditions. Since severe weather may be reasonably anticipated to occur during the duration of the project, without significant advance warning, all work activities and project site conditions must be planned with a concern for emergency preparations.

a. Each contractor, at the time of mobilization, shall provide Southway a complete list of the contractor's supervisors with the complete afterhours telephone numbers. The list shall be kept current and shall be updated accordingly.

b. Upon notification of a Severe Weather Watch by the National Weather Service the following actions are to be initiated:

c. Each contractor having on-site generators which are fuel-powered is requested to notify Southway of the numbers and wattage. Generators may be needed to provide temporary power for rescue or clean-up activities.

d. All materials shall be secured to prevent them from becoming air borne during high winds. Particular attention will be given to picking up scrap materials and hauling or covering trash containers.

e. Crawler and mobile cranes shall have booms lowered at the end of the shift. Cranes not capable of lowering booms shall be permitted to weather-vane or free-swing. Check to assure that swinging booms will not contact other objects such as power lines, structures, etc.

f. Each contractor shall coordinate with Southway and establish a secure location for sheltering of workers in a severe weather event.

g. When lightening is observed, or thunder heard, all crane and lifting operations shall stop. Southway shall make the determination with the contractor's competent person, as to the proximity of the operation being performed. When lightning is 10 miles away or less, work must stop for 30 minutes after the last audible thunder or visible flash of lightning, unless

work is being conducted inside.

F. Other Major Catastrophe

i. The security systems and/ or local authorities will be provided with an emergency call list to summon Southway personnel and the contractor's personnel to the site in the event of a major catastrophe outside working hours. All Subcontractors will cooperate fully with local emergency authorities in the event of a major catastrophe. Examples of other major catastrophes include:

a. Major fire.

b. Collapse of large portions of structures or large sections of scaffolds.

c. Heavy damage by wind or floods.

ii. Southway may require any or all of the following actions as appropriate:

a. Stop work.

b. Initiate firefighting, tie down building, etc.

c. Call for assistance from outside (fire trucks, ambulances, electricians, life flight helicopters, Civil Defense Support, police)

d. Call for site evacuation, to clear site access roads.

e. Issue instructions to supervisors and to others as necessary.

f. Set up security control at the disaster area. vii. Set up communications center in site trailers (radio/telephone).

g. Call in operators for heavy equipment such as front loaders, cranes, etc.

h. Other actions considered necessary for the particular situation.

G. Bomb Threat

i. When a bomb threat is received or if a suspicious article is found, the following actions will be taken:

a. Work shall be stopped immediately, and the project and office shall be evacuated of all personnel. A count will be made to assure that all are present.

b. Local police, fire or bomb disposal authorities shall be notified. A search of the premises by the authorities will be made as directed by appropriate authorities.

c. If a suspicious article is found, DO NOT TOUCH IT, notify the Southway Management.

d. Do not allow anyone except authorized personnel to re-enter the area.

e. If necessary to stop or detour traffic away from the affected area, local police or flagmen shall be utilized.

f. No comments shall be made. All inquiries shall be referred to Southway.

g. No on-site photographs are to be taken without the specific approval of Southway.

H. Environmental Spill

i. In the event of a spill of environmentally damaging materials, immediate response is required to prevent or minimize the impact this event will have upon the environment and the public welfare. All personnel shall continue to observe standard precautions for handling the materials as detailed in the manufacturer's product Safety Data Sheet (SDS), including the use of personal protective equipment.

ii. Where conditions warrant, the contractor shall have emergency spill containment supplies available for immediate use. The following general procedures apply to the immediate response which must be initiated:

a. Immediately, all personnel in the immediate area of the release shall be alerted to the hazardous material and the nature of the immediate danger to themselves and the environment. As soon as possible, Southway shall be notified.

b. The Local Fire Department shall be notified by Southway.

c. If safe to do so, every effort shall be made to contain the materials within berms, by absorbent materials, or through other appropriate means, until proper handling and disposal personnel may be mobilized at the site. Particular attention needs to be taken to avoid contamination of surface water, storm sewers, sanitary sewers, ground, plants and animals.

d. All non-essential personnel shall be removed and kept back from the area.

e. No comments shall be made. All inquiries shall be referred to Southway.

f. No on-site photographs are to be taken without the specific approval of the Project Manager and the Project Superintendent.

g.]Within the immediate area of the incident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent or other person designated to make the investigation and report.

h. If needed, available environmental remediation contractors will be contracted to assist with the situation.

i. As soon as the site has been cleared by the environmental remediation contractor and authorities, the Project Superintendent will release the area for contractors concerned to clean-up and make necessary repairs to return to a normal situation.

I. Public Demonstrations

i. When a public demonstration is expected or occurs, Southway will take the following actions:

a. Work on the project site shall continue where not encumbered by the public demonstration; however, work in the immediate area shall be stopped and all project employees shall be evacuated. A count will be made to assure that all are present.

b. Local police shall be notified, and all subcontractors shall cooperate fully with the law

enforcement authorities.

c. Do not allow anyone except authorized personnel to enter the project site.

d. If necessary to stop or detour traffic away from the affected area, local police or flagmen shall be utilized.

e. No comments shall be made. All inquiries shall be referred to Southway.

f. No on-site photographs are to be taken without the specific approval of Southway.

K. Environmental-Asbestos

1. PURPOSE

   To establish the minimum requirements for the safe removal of asbestos and other hazardous substances on Southway Builder projects.

2. SCOPE

   This procedure applies in its entirety to all Southway projects unless a variance is granted by the Southway Safety Coordinator.

3. DEFINITIONS

   Not applicable.

4. RESPONSIBILITIES

   The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

   It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

   A. Occupational Safety and Health Administration (OSHA) regulations have been promulgated to protect workers from exposure to airborne asbestos fibers, all applicable standards apply.

   B. Under the Asbestos Control and Licensing Act, a contractor must be licensed by the Department of Labor and the State in which the work is being performed to remove asbestos.

6. IMPLEMENTATION

   A. Safety, health, and industrial hygiene oversight must be provided per OSHA and EPA requirements by an independent Environmental/Industrial Hygiene consultant contractor.

   B. Notification

      i. Before starting asbestos removal work, the United States Environmental Protection Agency (USEPA) and the Local Department of Environmental Management must be notified in writing by the contractor and appropriate permits must be on file. Southway and/or its agent will verify this information by way of contract requirements.

   C. Training

      i. Employees of the contractor must be appropriately trained and licensed prior to the removal of any asbestos contaminated material. Any contractor's employees who may be exposed to Asbestos must be trained in the recognition of hazards and appropriate controls.

D. Posting

i. The asbestos material removal area shall be cordoned-off to prevent entry. Appropriately worded caution signs must be posted at all approaches to the area at such interval to allow individuals to take any necessary protective steps before entering the removal area.

E. Asbestos Handling

i. The encapsulation, removal and/or disposal of ACM shall be performed by a Contractor licensed to do such work in which the work is being performed and in accordance with all applicable Federal, State and Local Regulations per approved abatement plans.

F. Work Practices

i. Asbestos containing materials shall be worked in a wet state sufficient to prevent the emission of airborne fibers in excess of the permissible exposure limits. Work areas are to be adequately protected, through appropriate type enclosures, to ensure that no asbestos contaminated material will be permitted to leave the controlled area.

G. Personal Protective Equipment

i. In instances where re-usable clothing is used, the following precautions must be followed:

ii. Contaminated clothes must be appropriately bagged and labeled. Proper notification is to be made to authorized laundries and haulers.

iii. All employees working in asbestos removal areas shall wear appropriate personal protective equipment.

H. Signage

i. The following signage is required outside of all containment areas:

a. OSHA Danger Sign: Asbestos – May Cause Cancer, Causes Damage to Lungs Authorized Personnel Only

I. Cleanup

i. There shall be no dry sweeping of asbestos material. Use floor coverings to prevent debris from falling to lower floors and to expedite housekeeping.

J. Labeling and Waste Disposal

i. Appropriately worded labels must be affixed to all materials, waste, debris, etc., containing asbestos friable materials.

ii. Asbestos waste and/or asbestos contaminated material must be collected and discarded in sealed, labeled, impervious containers by contractor.

iii. The following label content is acceptable to both the EPA and OSHA:

iv. CAUTION CONTAINS ASBESTOS FIBERS AVOID CREATING DUST BREATHING ASBESTOS JUST MAY CAUSE SERIOUS BODILY HARM

K. If applicable, Southway shall be provided with copies of all air monitoring reports and certified disposal receipts prior to final payment

L. Environmental Lead Abatement

1. PURPOSE

To establish the minimum requirements for the removal of lead on all Southway projects.

2. SCOPE

This procedure applies in its entirety to all Southway operations unless a variance is granted by the Southway Safety Coordinator.

3. RESPONSIBILITIES

The Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

4. GENERAL REQUIREMENTS

A. In keeping with the requirements of the Occupational Safety & Health Administration's (OSHA's) Lead Exposure in the Construction Industry Standard (29 CFR 1926.62), every painted surface shall be considered a potential lead hazard.

5. 5. IMPLEMENTATION

A. Potential source of lead emission is the disturbing of painted surfaces of structures and components within these facilities. Typical activities that would significantly disturb a painted surface include the following:

i. Removal of all or part of the paint by hand or power tools

ii. Removal of all or part of the paint by blast cleaning

iii. Removal of all or part of the paint by other means such as the use of chemical strippers or a heat gun

iv. Structural work to the surface such as welding, burning, cutting, or drilling

v. Manual demolition of buildings, portions of buildings, or the building components

B. The primary consideration when specifying work methods shall be the requirement to protect workers from exposure to lead above the Permissible Exposure Limit (PEL). Further considerations when specifying work methods shall be the effort to reduce the release of lead into the air, water and soil, and to reduce to a minimum the generation of debris.

C. At all times when activities which disturb paint are in process, site competent person(s) for lead shall have unrestricted access to the work area for inspection and shall have the authority to stop work when the control measures being utilized are not as specified in this section or the OSHA Standard,

if the control measures are not adequately controlling exposures or if other hazards are identified which require work to be stopped.

D. Safety, health, and industrial hygiene oversight must be provided per OSHA and EPA requirements by an independent Environmental/Industrial Hygiene consultant contractor.

E. Detailed and accurate records of all monitoring and other relevant data used in conducting employee exposure assessments shall be kept and maintained in accordance with the applicable OSHA Standard.

F. Signs shall be posted in each work area where work on painted surfaces disturbs the paint in such a way so as to expose personnel to lead contaminated dust, debris, or lead fumes. At a minimum, they shall read:

   i. WARNING

   ii. LEAD WORK AREA

   iii. POISON

   iv. NO SMOKING OR EATING

G. All worker protection requirements will, at minimum, meet the current OSHA Standard. These requirements include but are not limited to:

   i. Signage, Barriers & Access

   ii. Exposure Monitoring

   iii. Respiratory Protection

   iv. Medical Surveillance & Records

   v. Education & Testing

   vi. Decontamination & Clearance

H. All work involving lead removal or re-coating shall be conducted in a manner that minimizes the release of lead and lead containing materials into the air, water, and soil.

I. All lead-containing hazardous wastes that are generated shall be contained, collected, segregated, labeled and held at a location designated or approved by the Owner or Southway pending the appropriate disposition.

J. Contractor shall provide for proper disposal of waste, including EPA identification number, notification, certification, manifest, etc.

K. All waste containers must be leak proof and capable of being securely covered.

L. All waste containers shall be clearly labeled with weather resistant labels using indelible ink to identify the type of waste they contain.

M. If applicable, Southway shall be provided with copies of all air monitoring reports and certified disposal receipts prior to final payment.

M. Environmental Respirable Silica

1. PURPOSE

To establish the minimum requirements for work with silica exposure.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Southway Safety Coordinator.

3. DEFINITIONS

Not applicable.

4. RESPONSIBILITIES

The Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. Contractors shall submit a written silica exposure control plan for review by Southway a minimum of 2 weeks prior to work commencing.

B. At a minimum, the contractor's silica exposure control plan shall comply with OSHA regulations including, but not limited to 29 CFR 1926.1153.

C. Contractors can either use an exposure control method laid out in Table 1, or they can measure workers' exposure to silica and independently decide which dust controls work best to limit exposures to the PEL in their workplaces.

D. Regardless of which exposure control method is used, all contractors are required to:

i. Establish and implement a written exposure control plan that identifies tasks that involve exposure and methods used to protect workers, including procedures to restrict access to work areas where high exposures may occur.

ii. Designate a competent person to implement the written exposure control plan.

iii. Restrict housekeeping practices that expose workers to silica where feasible alternatives are available.

iv. Offer medical exams—including chest X-rays and lung function tests—every three years for workers who are required by the standard to wear a respirator for 30 or more days per year.

v. Train workers on work operations that result in silica exposure and ways to limit exposure.

vi. Keep records of workers' silica exposure and medical exams.

E. Table 1 matches common construction tasks with dust control methods.

i. The dust control measures listed in the table include methods known to be effective, like using water to keep dust from getting into the air or using ventilation to capture dust. In some operations, respirators may also be needed. Contractors who follow Table 1 correctly are not required to measure workers' exposure to silica and are not subject to the PEL. (Refer to 1926.1153 Respirable crystalline silica. Table 1 for more information.)

F. For tasks not listed in Table 1, or where the contractor does not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1:

i. The contractor shall conduct an exposure assessment to ensure that no employee is exposed to an airborne concentration of respirable crystalline silica in excess of 50 µg/m3, calculated as an 8-hour Time-Weighted Average (TWA).

G. Exposure Assessment Requirements:

i. The contractor shall assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level (25 µg/m3) in accordance with either the performance option or the scheduled monitoring option stated below.

H. Performance option:

i. The contractor shall assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

N. Trenching and Excavation

1. PURPOSE

To establish the minimum requirements for trenching and excavation on Southway Builder's jobsites.

2. SCOPE

This procedure applies in its entirety to all Southway operations unless a variance is granted by the Southway Safety Coordinator.

3. DEFINITIONS

Competent Person. A person who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and to ensure that each employee follows it.

5. GENERAL REQUIREMENTS

A. Prior to opening any excavation or trench, an excavation the contractors performing the work shall notify 811 and all necessary personnel to determine whether under-ground installations; i.e. sewer, telephone, fuel, electric lines, etc., may be encountered and where they are located.

B. To prevent unintentional contact, all necessary measures must be employed to locate underground utilities prior to excavating. Acceptable methods include but are not limited to the following: test pitting. Ground penetrating radar, use of as-built drawings and other obtainable information.

C. When excavation is performed within 2 feet of any utility line, a non-damaging method of excavation will be used. Non-damaging methods such as soft digging, vacuum digging and pneumatic hand tools. Once the utilities have been located, hand digging with nonconductive tools is permitted within the 2 feet.

D. Excavation Inspection List shall be completed daily prior to work while the excavation is open.

E. The contractor must designate a competent person trained in soil classification and the recognition of trenching and excavation hazards. This person must be on-site when excavating or trenching is being performed.

F. Appropriate documentation to meet the OSHA trenching and excavation standards is to be maintained on site.

G. Trenches 5 feet and over in depth or presenting a hazard to the worker shall be shored or walls cut

back to protect employees from cave-in.

H. Southway Builders has the right to require fall protection in accordance with the Fall Protection section for any excavation over 6 feet more in depth.

I. All trenches and excavations shall be properly barricaded to prevent persons from walking into them. All trenches should be evaluated by the competent person and trenches less than 4 feet in depth may require protection.

J. Where protective systems as defined in 29 CFR 1926.650-652 are designed by a licensed Professional Engineer, the resulting design documents must be reviewed by Southway prior to the commencement of the work to assure that the documents make accurate and complete assumptions (as set forth in the current, applicable contract specifications) upon which the design is based. Copies should be readily available on the site.

K. Drilled caissons will have fall protection provided both during and upon completion of the drilling by use of personal fall protection, guardrails or use of casing extending a minimum of 42 inches above the ground.

6. ATTACHMENTS

A. Excavation Inspection List

O. Fall Protection

1. PURPOSE

To establish the minimum requirements for fall protection on Southway Builders jobsites.

2. SCOPE

This procedure applies in its entirety to all Southway Builders jobsites unless a variance is granted by the Corporate Safety Coordinator. Work from ladders is excluded from this section.

3. DEFINITIONS

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of the subcontractor supervisory personnel to ensure this procedure is followed.

5. GENERAL REQUIREMENTS

A. 100% fall protection is required when employees are working more than six (6) feet above lower/working levels for all operations unless otherwise noted in this program. If the fall distance is less than six (6) feet but the employee could fall into/onto dangerous equipment or other hazards exist, fall protection must be provided.

B. All systems must be engineered and used per manufacturer specifications. Any non-manufactured system must be approved by a professional engineer (PE). Documentation of the fall protection system with a PE stamp is required for use onsite.

C. A Fall Protection Plan must be developed by the contractor for all work with a fall exposure greater than 6-feet with a copy provided to Southway 2 weeks prior to start of work. A site specific JHA reflecting the specific means of fall protection can be submitted in lieu of a fall protection plan. This plan/JHA must include a rescue plan.

D. “Controlled Access Zones”, “Controlled Decking Zones”, use of a “Safety Monitor” are not permitted as primary means of fall protection.

6. IMPLEMENTATION

A. All phases of work are to be preplanned to determine the type of fall protection to be used.

B. Southway Builders has a Zero Tolerance Policy for fall protection infractions.

C. All individuals utilizing fall protection shall be properly trained on the procedures and equipment

they will use. Subcontractors are solely responsible for their employee training.

D. Personal Fall Arrest Systems (PFA)

i. Personal Fall Protection systems providing 100% fall protection shall be worn and used by all employees when working six (6') feet or more above the ground/floor or whenever working in a precarious position unless other adequate fall protection (guardrails or safety nets) is provided.

ii. All lanyards are to be as short as possible, but in no event longer than six (6') feet. Retractable devices are preferred for most applications and required for all work when the fall distance is less than twenty (20'). Selection must be on a case-by-case basis. Wire rope lanyards are prohibited unless approved by contractor's fall protection engineer

iii. When working at a leading-edge or tied off below the D ring, fall protection shall conform to the most current ANSI Z359.14.

iv. When using a rope grab/lifeline system with a fall distance is less than twenty (20') the maximum length of the lanyard shall by 3'.

v. No knots in ropes used for fall protection.

vi. The distance between the anchor point and the work shall be as short as possible when using a Rope grab/lifeline system.

vii. A Personal Fall Restraint System shall also be used and attached to the manufacturer's approved anchorage when working out of aerial lifts and scissors lifts.

viii. Only one individual shall use a vertical lifeline at a time. A Personal Fall Protection System shall be used and attached to vertical lifelines when working from suspended scaffolding.

ix. When wire rope is used a horizontal lifeline, it shall be designed by a registered Professional Engineer experienced in fall protection engineering and installed and maintained by a competent person. It shall be designed, installed and maintained to meet, at a minimum, the requirements of OSHA as contained in 29 CFR 1926.502.

x. To eliminate the potential of a fall when working on a flat roof or deck, a warning barrier/line meeting the following requirements may be used at six feet(6')from the fall hazard for roofers and fifteen (15') for all other workers. If a worker is between the warning barrier/line and the fall hazard, a positive means of fall protection must be used. Warning tape is not allowed as a warning barrier/line. Warning lines shall meet all OSHA 1926.502(f)(2) requirements.

E. Wire Rope Perimeter Protection

i. Immediately following the erection of beams and columns, a guardrail system consisting of a minimum of two (2) 3/8-inch diameter 7 x 19 galvanized new aircraft cables shall be installed as follows:

a. Top rail of the wire rope cables shall be erected at 43.5 inches from the finished floor.

b. Cables are to be installed so that cable tension and cable supports (columns and intermediate posts) prevent cables from deflecting in excess of three (3) inches when a 200 lbs. downward force is applied. Intermediate stanchions at approximately eight (8) feet on center will be required.

c. Mid rail of the wire rope cables shall be installed approximately halfway between the finished floor and the top guardrail – approximately 22 inches.

d. Wire rope guardrails shall initially be tensioned to 2,400 pounds of force and be maintained to comply with OSHA fall protection requirements.

e. Cables must be terminated with eye splices around each end support; no dead-end terminations are permitted.

ii. 18 inch turnbuckles are to be installed every third bay or 100 feet, whichever is less.

iii. A minimum of three drop forged (or other approved) clamps shall be used at each tie back.

iv. Single cables running past each other with one or two clamps are not acceptable.

v. Termination

a. The length of cable shall not exceed 100 feet without being terminated.

b. Cables shall be terminated at all 90-degree turns.

c. Connections and shall be 'looped' connections with three (3) wire rope clips (not alternating sides) used at all connections – line splicing is not permitted.

vi. Stanchions - Steel angle stanchions shall be installed and spaced on perimeter bays as follows:

a. In bays with column spacing less than thirty (30) feet install at least one intermediate stanchion. Rigged between 39"-45".

b. In bays with column spacing greater than thirty (30) feet install at least two intermediate stanchions. Rigged between 39"-45".

c. Steel stanchions used at corners shall have diagonal supports installed.

d. Loading bays shall have separate guardrail and turnbuckle assemblies installed.

F. Wood Guardrail Systems

i. Top rails of guardrail systems must be 42 inches above the walking/working surface plus or minus 3 inches. Guardrail systems must be able to withstand a force of 200 pounds in any outward or downward direction at any point along the top edge without deflecting to a height less than 39 inches.

ii. Secure 2" x 4" construction grade lumber horizontally to adequate stanchions to serve as top- and mid-rails. A mid-stanchion post is required every eight (8) feet.

iii. Midrails must be used between the top rail and the walking/working surface when there is no wall or parapet wall at least 21 inches high. Midrails must be able to withstand downward or outward pressure of 150 pounds.

iv. When guardrail systems are used around holes that are used as points of access (such as ladder ways), they must be provided with a gate or be so offset that a person cannot walk directly into the hole.

v. A toe board shall be installed as part of each guardrail system. The toe board is required to be a minimum of 3½ inches high with a maximum of ¼ inch of clearance off the floor. The toe board members shall be installed to withstand a downward or outward force of 50 pounds. The distance between toe board members shall not be greater than 1 inch. \

vi. When netting is used as part of a guardrail system, it must be secured to the floor.

vii. Mesh fabric having openings of 1/2" or less and capable of withstanding 50 pounds of force without damage or displacement will be secured to all guardrails.

G. Safety Net Systems

i. They must meet the following requirements if used:

ii. Safety nets must be installed as close as practicable under the walking/working surface but in no case more than 25 feet below working level.

iii. They must extend outward from 8 to 13 feet depending on the vertical distance to the net.

iv. Unless it is unreasonable to do so, they must be drop-tested after installation, relocation, major repair, and at six-month intervals if left in one place.

v. They must be inspected at least once a week for wear, damage, and other deterioration.

vi. Materials, scrap pieces, equipment, or tools that fall into the net must be removed as soon as possible.

7. FALL PROTECTION RESCUE PLANS

A. All operations utilizing fall protection apparatus including but not limited to personal fall arrest systems, nets, and/or other fall protection means whereby a person may be suspended in the air or on a net must complete an analysis on how an individual shall be removed from the suspended area if involved in a fall.

B. If a fall occurs, any individual hanging from a fall-arrest system or who has landed in a net must be rescued safely and quickly. The subcontractor must provide a way for fast rescue of fall victims, which may include the following. The means of rescue shall be included in the JHA or Fall Protection Plan.

P. Fire Prevention and Protection

1. PURPOSE

To establish the requirements for Southway Builders for the prevention of and protection from fire hazards, and to ensure compliance with OSHA and National Fire Protection Association (NFPA) requirements and applicable local requirements.

2. SCOPE

This procedure applies in its entirety to all Southway Builders' operations unless a variance is granted by the Corporate Director of Safety.

3. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all managers and supervisory personnel to enforce this procedure and of each employee to follow it.

4. GENERAL REQUIREMENTS

A. The designee shall inspect fire extinguishers and conduct fire prevention inspections as part of the site safety inspection.

B. Employees shall immediately report all fires either by activating a fire alarm (if available), calling 911, or by calling the fire department, as identified by the fire emergency posted numbers.

C. Southway Management must be notified immediately of any fire and use of fire extinguishers.

D. Employees shall notify their supervisors whenever they use a fire extinguisher.

E. Extinguishers shall be replaced with a fully charged and properly certified unit after use.

F. The affected subcontractor, field management and Safety Manager shall investigate and follow-up on fires and involved equipment.

5. IMPLEMENTATION

A. Portable ABC fire extinguishers shall be located throughout facilities in accordance with applicable requirements. These shall be charged and properly certified.

B. The placement of fire extinguishers is to be a minimum of one per stairway, in addition to the OSHA requirement which states that an extinguisher must be provided for every 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.

C. Each housing unit shall have a fire extinguisher located inside the building to be used for small fire and escape.

D. Special extinguishing systems (if any) shall be installed, inspected, tested, and maintained according to manufacturer, OSHA and NFPA requirements. Halon systems and extinguishers shall not be used unless their use is specifically approved by local fire department.

E. Fire Prevention

   i. A fire prevention program shall be maintained and address the following areas at a minimum:

      a. Housekeeping

      b. Electrical components.

      c. Flammable liquids use.

      d. Storage areas.

      e. Welding, cutting, hot work (see Hot Work, Welding, & Cutting Section of Safety and Health Manual)

   ii. Certain operations that require special emphasis shall include safety inspections and walkthroughs to ensure compliance with applicable requirements.

   iii. Life safety provisions shall be provided for all facilities in accordance with NFPA 101, Life Safety Code. Facilities occupied by Southway Builders personnel are to be provided with an adequate means of safe exit for both normal and emergency conditions as identified in NFPA 101.

F. Special Fire Protection Requirements

   i. Adequate fire lanes shall be maintained to permit fire department access to buildings or equipment.

G. Standpipes

   i. In all structures in which standpipes are required, or where standpipes exist in structures being altered, they shall be brought up as soon as applicable laws permit and shall be maintained as construction progresses in such a manner that they are always ready for fire protection use. The standpipes shall be provided with Siamese fire department connections on the outside of the structure, at the street level, which shall be conspicuously marked. There shall be at least one standard hose outlet at each floor.

H. Flammable Vapors

   i. In work areas where the potential exists for accumulation of flammable vapors, engineering and/or administrative controls shall be provided to ensure that the concentration of such vapors does not exceed 10% of the lower explosion limit (LEL).

   ii. Flammable and combustible liquids shall be stored and used in accordance with NFPA Requirements.

I. Control of Flammable/Combustible Materials

   i. Southway shall comply with building landlord, owner, and client requirements for combustible materials.

ii. Empty crates and containers shall be disposed of as soon as possible in order to maintain site housekeeping at a high level.

iii. Stockpiles of combustible construction materials stored inside shall be kept to a minimum to minimize the fire hazard potential.

iv. Approved containers shall be provided for flammable or combustible liquid-soaked cloths, rags, or waste. Trash and rag containers shall be emptied daily.

v. A designated fire watch shall be required during (and for a predetermined amount of time) following welding, cutting.

vi. Fire watch will be required per NFPA 241 or as deemed necessary by the project team for any specific hot work task.

vii. Two people are required to change out propane bottles.

viii. Hot work permits shall be used for all hot work, including but not limited to grinding, burning, welding, open flame work, etc.

J. Training

i. All training shall conform with OSHA and manufacture requirements.

ii. Training shall include:

a. Types of fire hazards.

b. The correct type of fire extinguisher to use.

c. Proper use of fire extinguishers.

iii. Fire extinguisher training shall be provided in the scheduled “toolbox” safety meetings.

Q. Flammable and Combustible Liquids

1. PURPOSE

To establish the minimum requirements for Southway Builders to perform activities associated with flammable and combustible liquids.

2. SCOPE

This procedure applies in its entirety to all Southway Builders operations unless a variance is granted by the Corporate Director of Safety.

3. DEFINITIONS

Approved Container.
A container listed by Underwriters Laboratory (UL) or tested and approved by Factory Mutual (FM) for storing flammable and combustible liquids; more commonly known as a "metal safety can."

Bonded.
Use of a wire conductor that ensures electrical conductivity between metal parts (containers).

Combustible Liquid.
A liquid having a flash point at or above 100°F (37.8°C).

Class II Liquids:
having a flash point at or above 100°F (37.8°C) and below 140°F (60°C).

Class IIIA Liquids:
having a flash point at or above 140°F (60°C) and below 200°F (93°C).

Class IIIB Liquids:
having a flash point at or above 200°F (93°C).

Flammable Liquid.
A liquid having a flash point below 100°F (37.8°C) and having a vapor pressure not exceeding 40 pounds per square inch (absolute) (2068 mm hg) at 100°F (37.8°C).

Class IA Liquids:
having a flash point below 73°F (22.8°C) and a boiling point below 100°F (37.8°C).

Class IB Liquids:
having a flash point below 73°F (22.8°C) and a boiling point at or above100°F (37.8°C).

Class IC Liquids:
having a flash point at or above 73°F (22.8°C) and below 100°F (37.8°C).

Flammable Liquid Storage Cabinets.
A cabinet built solely for flammable or combustible liquid storage in accordance with the requirements of the National Fire Protection Association (NFPA).

Open Storage.
Storage not using flammable or combustible liquid storage cabinets, or approved containers (safety cans).

4. RESPONSIBILITIES

The Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. Organic solvents and fuels with the lowest fire hazard and toxic properties shall be used.

B. Users of flammable liquids shall be trained in the safe practices outlined in this procedure, which shall include the hazardous characteristics of the specific flammable liquids they are using. Safety Data Sheets (SDS) shall assist with the specific training of the hazardous characteristics.

C. The "No Smoking or Open Flames" posting shall be strictly enforced where flammable liquids are being used or stored.

D. The use of flammable liquids shall be constantly monitored during welding/cutting operations to ensure there are no flammable or combustible hazards in the area.

E. Work efforts (e.g., painting, solvent cleaning of parts, etc.) and work areas where the potential exists for vapor accumulation shall incorporate fire prevention provisions including engineering and/or administrative controls. These controls are intended to prevent the concentration of any flammable or combustible material from exceeding 10% of the applicable lower explosive limit.

F. Empty flammable liquid containers shall be kept away from ignition sources.

G. Flammable and combustible liquids shall be stored at least 10 feet away from stairways, elevators, and exits.

H. Personnel working with, or around flammable or combustible liquids shall be trained to this procedure.

I. Plastic storage containers shall not be permitted on projects.

J. Subcontractors using flammables and/or combustibles inside a structure are responsible for monitoring atmospheric conditions, as well as providing proper ventilation for the operation(s).

K. All paints, liquids and/or other flammable materials shall be stored in buildings in compliance with all applicable OSHA and NFPA standards.

6. IMPLEMENTATION

A. Receiving and Storage

i. Flammable and combustible liquids shall be received and stored in approved open storage areas, approved facilities, or in flammable liquid storage cabinets.

ii. Storage areas shall be designed to prevent the spread of fire to other areas and shall have adequate separation distance.

iii. The storage areas shall be posted "Danger Flammable Liquids" and "No Smoking or Open Flames."

iv. Contingency plans shall be included in the building emergency procedures when storing flammable and combustible liquids.

v. Flammable liquid storage cabinets shall be UL listed, FM approved, or acceptable to the Field Safety and Health Staff.

vi. Flammable liquid storage cabinets shall be limited to a maximum of three (3) cabinets in any one-fire area.

vii. Flammables and combustibles stored in flammable liquid storage cabinets shall not exceed a cumulative capacity of 120 gallons.

viii. Maximum container sizes for storing flammable and combustible liquids shall be in accordance with the sizes listed in the following table. Flammable and combustible liquids shall be stored in the original manufacturer's can unless transferred to an approved container.

Container Type	**Flammable Liquids**			**Combustible Liquids**	
	Class IA	*Class IB*	*Class IC*	*Class II*	*Class III*
Metal (other than DOT/UN drums) Or plastic	1 gal.	5 gal.	5 gal.	5 gal.	5 gal.
Safety Cans	2 gal.	5 gal.	5 gal.	5 gal.	6 gal.
DOT/UN spec. Metal Drum	60 gal.	60 gal.	60 gal.	60 gal.	60 gal.

B. Transfer and Use of Flammable Liquids

i. Flammable liquids transferred from the original manufacturer's container after being opened shall only be transferred into an approved container.

ii. When not in use containers shall be kept closed except when transfers are being made.

iii. When transferring flammable liquids between conductive containers, the containers must be effectively bonded and grounded.

iv. A maximum of one day supply of flammable liquids shall be kept in a work area at one time.

v. The one-day supply shall be returned to the designated storage area at the end of each work shift.

vi. Secondary containers of flammable and combustible liquids shall be labeled with the name and hazards of the contents in accordance with the Hazard Communication Program.

R. Hazard Analysis

1. PURPOSE

To establish the minimum requirements for Southway Builders subcontractors for job hazard analysis and control.

Some tasks, by their nature, can expose employees to the risk of injury. To make them as safe as possible, such work activities require special planning and training. Job Hazard Analysis (JHA) is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the worker, the task, the tools and the work environment. Ideally after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable level. A thorough JHA is also an excellent tool to train employees performing the task and to solicit their input into the safe execution of the task or activity.

2. SCOPE

This procedure applies to all Southway Builders' Subcontractors unless a variance is granted by the Corporate Safety Coordinator.

3. RESPONSIBILITIES

The Subcontractor must submit site-specific JHAs for their scope of work 2 weeks prior to commencing work onsite.

The Subcontractor shall make any noted additions or corrections as required by SBI

The Subcontractor will not commence work onsite until the JHAs are approved by SBI.

The Subcontractor shall review the JHAs with their workers, having them sign to verify.

The Subcontractors will update the JHAs as needed in the field should the hazards change.

4. IMPLEMENTATION

A. Job Hazard Analysis

i. The JHA is a method of evaluating a job, task, or activity to determine the safest, most efficient way in which it may be accomplished. The JHA process directly carries out two basic safety principles:

a. It determines the potential incident causes by detecting the hazards inherent in a job.

b. It eliminates potential incident causes by eliminating identified potential hazards.

ii. The JHA process has three basic components:

a. Determining the basic steps of a job or task.

b. Identifying potential hazards that are associated with each step.

c. Developing solutions for eliminating or controlling the hazards. Once these phases are complete, the result is a written end product that describes the sequence of basic job steps, the potential for incidents and/or hazards and the recommended safe work practices or procedures to be followed for each.

iii. Job Hazard Analysis Development Responsibilities

a. The JHA process ideally involves both employees and supervisors working together to develop safe work practices and procedures that can be practically implemented into the process. Employee participation is essential in having practical input and involving the employees who will actually perform the work contributes to the successful and safe completion of the work. The key to a successful JHA is total management commitment to see that it gets done.

b. By "walking through" the steps involved in a particular job assignment, the employee and the supervisor develop an increased awareness of potential hazards and an understanding of how "shortcuts" can result in dangerous situations or conditions.

iv. Job Hazard Analysis Worksheet

a. This JHA worksheet (see Attachment 2; also see Attachment 3 for a sample worksheet) has been selected to simplify and document the JHA process. The left column, the Sequence of Basic Job Steps, is for listing the steps in the order in which they would logically occur from the beginning to the end of the process. The middle column, Potential hazards, is for listing all of the hazards associated with each step listed in the left column. The right column, Recommended Safe Job Procedures, is for identifying the best method of eliminating or controlling the hazard.

v. Job Hazard Analysis Development on Projects

a. All job tasks shall have a general JHA developed and kept on file for review as necessary. The Foreman shall review the submitted JHA with all employees and change the JHA as conditions change.

S. Hazard Communication

1. PURPOSE

To establish the minimum requirements for Hazard Communication requirements for Southway Projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Southway Safety Coordinator.

3. RESPONSIBILITIES

The Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

4. GENERAL REQUIREMENTS

A. The Occupational Safety and Health Act (OSHA) requires that each employee potentially exposed to hazardous chemicals or materials be advised of the potential hazards and how to guard against those hazards. Each contractor whose employees are potentially exposed to hazardous chemicals must develop a list (Hazardous Materials Inventory) of all such chemicals used on the project; gather safety data sheets (SDSs) for those materials; develop a labeling system for all materials; and train all potentially exposed personnel in the hazards and their controls for all listed compounds.

5. IMPLEMENTATION

A. Safety Data Sheets (SDS)

i. Every contractor will be responsible for development and maintenance of a list of hazardous chemicals utilized within the project operations and will be further responsible for obtaining and maintaining SDSs for all such hazardous chemicals. Employees will be allowed access to this information and the specific SDSs for chemicals utilized in their work areas.

ii. The SDS list and Chemical Information list will be submitted a minimum of 2 weeks prior to work commencing.

iii. If working in the state of Maryland, your Chemical information List must be compliant with COMAR 09.12.33.

B. Employee Information and Training

i. Southway will collect and house a repository of all SDSs used by the subcontractors onsite.

ii. This information shall be made available upon request by any individual onsite and regulatory agencies.

iii. The subcontractor is responsible for training their employees in compliance with OSHA 1910.1200.

C. Container Labeling

i. All chemical containers at the site must be clearly labeled as to the contents, the hazards involved, and the name and address of the manufacturer. All secondary containers of hazardous chemicals are to be clearly labeled with the same information as the original container.

ii. Hazardous Non-Routine Tasks and Nearby Work

iii. In the event an employee is assigned to perform, or is assigned to work in an area where a hazardous task, non-routine to their work, the employee will be given the additional information and training related to the hazardous chemicals which may be encountered in the non- routine task. This information and training will be provided by subcontractor. The information will include the specific chemical hazards of the task, the controls and required protective measures, the types of personal protective equipment required, how to use the equipment, the nature of other work being performed in or near the non- routine task, and what emergency procedures are involved with the task.

D. Demolition

i. Subcontractor shall stop the work if material reasonably believed to be asbestos, lead, polychlorinated biphenyl (PCB) or hazardous materials is encountered in the work area.

E. Chemicals in Unlabeled Pipes, Vessels and Containers

i. To ensure that employees who work on unlabeled pipes, vessels or containers have been informed as to the hazardous materials contained within, the following policy has been established: Prior to starting work on unlabeled pipes, vessels or containers, employees are to contact their supervisor for the following information:

ii. Type of chemical in the pipe, vessel or container.

F. Potential hazards.

G. Safety precautions which should be taken.

T. Hazardous Energy Control

1. PURPOSE

To establish the minimum requirements for Hazardous Energy Control/ Lockout Tagout (LOTO) operations on all Southway Builders' projects.

2. 2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator.

3. 3. DEFINITIONS

Danger Tag.
A numbered tag stating "DANGER" on both sides in white letters on a red, white, and black background with specific instructions to protect personnel working on equipment and/or systems.

Energy Source.
Any electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, or compressed gas energy source; energy stored in springs; and potential energy from suspended objects (gravity) that may injure personnel, cause property damage, and/or cause a release of hazardous substance to the environment.

Isolation.
A physical activity using a device that prevents the transmission or release of energy. Examples of devices used to isolate equipment/systems include, but are not limited to: restraint blocks, electrical circuit breakers, disconnect switches, fuses, slip gates, slip blinds, or double valves. Control circuit devices, motor controllers, etc., are not acceptable isolation devices.

Locking Device.
A device that utilizes a lock, key, and identification number to hold an energy isolation device in the safe position for the purpose of protecting personnel.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. The subcontractor must adhere and strictly follow the current NFPA 70e and OSHA Hazardous Energy Control Procedures.

B. Electrical work (e.g. tie-ins, panel maintenance) shall be conducted only on deenergized (locked out and tagged out) systems. All circuit disconnects must be placed in an electrically safe work condition, (i.e. 'zero energy state'), including being locked in the open position.

C. For nonelectric work including, but not limited to, pneumatic, hydraulic, kinetic or other energy, the contractor planning to work on the system must dissipate or restrain stored energy, (such as from springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam and water pressure) by methods such as blocking, bleeding, de-pressurizing, etc., prior to working on the system or equipment.

D. Energized work is prohibited.

6. IMPLEMENTATION

A. Use of Locks and Tags

i. Locks and "DANGER" tags shall be installed by authorized personnel. If locks cannot be used, an alternate method of isolating the system must be implemented. A tag shall always be used in conjunction with the locking device or system.

ii. Affected employees, and contractors if applicable, shall be notified of the placement of locks/tags prior to locking out the equipment for repair or service work.

iii. The authorized individual shall install the lock and tag on the equipment or system requiring the energy source to be controlled. In operations where more than one individual is working on the equipment or system, each authorized individual shall install a lock and tag. The authorized employee shall retain the key to each lock he/she places.

iv. Testing and retesting of isolation shall be performed.

v. After the service/maintenance work is completed, a physical check shall be conducted of the area to ensure all personnel working on the equipment or system and all affected employees and contractors are accounted for and have been notified of the imminent reenergizing of the equipment before the authorized employee who installed the lock.

B. Energized Electrical Work

i. Troubleshooting and voltage testing conducted on live systems will be conducted in accordance with NFPA 70E.

ii. Employees are not permitted to work on any energized circuits unless deenergizing introduces additional or increased hazards or the work cannot be performed unless energized.

iii. Any energized work greater than 50volts not defined as startup, troubleshooting or voltage testing will require an energized work permit.

iv. The work permit must meet NFPA 70e requirements and final authorization by Southway Builders Safety Coordinator.

v. Notification for energized work must be made to the Southway Safety Coordinator. The pre-task planning and justification for all work on Energized systems must be submitted for review and signature by Owner (if applicable), Southway Safety Coordinator and Electrical Supervisor on the Energized Electric Work Authorization Permit.

vi. The appropriate PPE per NFPA 70e must be worn during any energized work.

U. Holes and Openings

1. PURPOSE

To establish the minimum requirements for Southway Builders to ensure proper care when dealing with floor holes and openings.

2. SCOPE

This procedure applies in its entirety to all Southway operations unless a variance is granted by the Corporate Safety Coordinator. It is to be referenced in conjunction with the Southway' s Protection Policy.

3. DEFINITIONS

Hole.
a gap or void two (2) inches or more in its least dimension in a floor.

Opening.
a gap or void 30 inches (76cm) or higher and 18 inches (48cm) or more wide, in a wall or partition, through which individuals could fall to a lower level.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. All individuals shall be protected from falling through holes and/or openings by way of personal fall arrest systems, covers, and/or guardrails.

B. All individuals shall be protected from tripping into the holes and/or openings.

C. All walking or workings surfaces shall have all holes and/or openings protected.

D. Subcontractors are solely responsible to protect any holes and/or openings they create due to their work.

6. IMPLEMENTATION

A. Any individual noticing an unprotected hole or floor opening is to notify a Southway representative as soon as possible for correction.

i. If a hole or opening cannot be immediately corrected the area shall be danger taped off as to prevent anybody from accessing the location.

ii. All skylights shall also be protected along with wall openings (including those with chutes

attached) where the outside bottom edge of the wall opening is six (6) feet or more above a lower level and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface.

iii. The use of metal banding or chains (except when furnished by the manufacturer of the equipment) is prohibited as perimeter or other fall protection.

iv. Core drilled holes also fall under these requirements.

7. HOLE COVERS AND PROTECTION

A. If a plywood hole/opening cover is to be used on a hole or opening greater than 2 feet by 2 feet, a secondary means of protection shall be provided (except for steel erection activities), which includes but is not limited to:

i. A tether strap attached to the plywood cover at each end, independently anchored into the surrounding concrete floor.

ii. A standard guardrail system within 12 inches around the hole or opening edges. In this case, a plywood cover would not be necessary.

iii. An imbedded netting system in the concrete beneath the plywood cover.

B. All covers shall support without failure at least twice the weight of the employees, equipment and materials that may be imposed on the cover at any one time.

C. All covers shall be secured and/or placed per applicable OSHA standards.

D. All covers shall be color coded or marked with the words “hole” or “cover”.

V. Hot Work Permit Procedure

1. PURPOSE

To establish minimum requirements for SBI and its subcontractors to perform activities associated with welding, cutting and hot work.

2. DEFINITIONS

Hot Work.
A work activity that by nature of the operation e.g. hot splices, grinding, burning thermo cutting/ welding etc. creates an open source of ignition, including but not limited to; welding and allied processes, grinding, thawing pipe, hot riveting, torch applied roofing, electrical hot splices, Cadwelds, or similar applications producing or using a spark, flame or heat

Hot Work Permit.
Document issued prior to the start of hot work which is used to verify the presence of appropriate fire prevention measures.

3. RESPONSIBILITIES

The superintendent has overall responsibility for establishing ensuring compliance in this procedure.

All Southway employees are responsible for implementing and/or monitoring activities associated with this procedure.

All subcontractors must follow the Southway hot work permit policy.

Subcontractors involved in hot work operations shall be trained in the safe operations of their equipment and in the safe use of the process.

Subcontractors involved in hot work operations shall have an awareness of the inherent risks involved and understand the emergency procedures in the event of a fire.

4. GENERAL REQUIREMENTS

A. The Subcontractor shall ensure the protection of combustibles from ignition by the following means:

i. Considering alternative methods to hot work

ii. Moving the work location that is free from combustibles

iii. Scheduling hot work so that operations that could expose combustibles to ignition are not begun during hot work operations.

iv. Combustibles shall be relocated at least 35 feet in all directions (including above and below) from the hot work area.

v. If the object cannot be moved, means must be taken to confine the heat, sparks and slag.

vi. If 35' clearance of combustibles is not feasible, a fire watch must be utilized.

B. Equipment shall be used only for operations for which it is approved and as recommended by the manufacturer.

C. Subcontractors shall be trained in the operation and maintenance of the equipment to be used.

D. Engineering controls shall be implemented to control hot work hazards to the extent feasible, i.e. welding blanket, welding curtain, welding pads, spraying water on combustibles etc..

E. A minimum of a 10lb ABC dry chemical extinguisher or equivalent must be immediately available in the work area and must be maintained in a state of readiness for instant use.

F. Drums, containers or hollow structures which have contained flammable substances shall not be welded or cut.

G. Hot Work permits must be used and are valid only for the dates and times on permit.

5. FIRE WATCH

A. The fire watch must be trained to recognize the inherent hazards of the work site and hot work operations.

B. A fire watch must be maintained at least 30 minutes (up to 120 minutes per NFPA 241 hot work on roofs) after the hot work completion.

C. The fire watch shall ensure safe conditions are maintained during hot work operations.

D. The fire watch shall have the authority to stop hot work operations if unsafe conditions develop.

E. The fire watch shall have fire extinguishing equipment readily available and shall be trained in its use.

F. The fire watch shall be familiar with the facilities and procedures for sounding an alarm in the event of fire.

6. HOT WORK PERMIT PROCEDURE

A. The subcontractor performing hot work shall request a hot work permit from Southway management.

B. The form shall be completed, signed and submitted to Southway site management.

C. The area shall be walked and inspected by Southway management prior to work commencing.

D. Special precautions shall be taken to avoid accidental activation of automatic fire protection systems.

E. Hot work permits shall not be valid for a time exceeding 24 hours

F. Once approved by Southway management the subcontractor may proceed, following all precautions.

G. SBI shall copy and file permit. Permits shall be available for review upon request

H. The subcontractor shall keep a copy of the permit available upon request at the location of the hot work.

7. ATTACHMENTS

A. Hot Work Permit

W. Housekeeping and Sanitation

1. PURPOSE

To establish the minimum requirements for housekeeping activities on all Southway Builders jobsites.

2. SCOPE

This procedure applies in its entirety to all Southway operations unless a variance is granted by the Safety Coordinator.

3. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

4. GENERAL REQUIREMENTS

A. Safe access and egress routes shall be established and maintained neat and orderly to always allow prompt emergency use.

B. Work areas shall have adequate lighting and ventilation.

C. Necessary protection, such as barriers, screens, shields, or restricted access, etc., shall be provided in areas where noise, dust, severe weather, or other conditions may affect the quality of work being performed.

D. In areas where air quality is adversely affected by activities such as grinding or machining, a temporary enclosure with a medium efficiency filter shall be erected around the work area.

E. Clean rags, duct tape, plastic covering, shielding, and other material required to protect critical components shall be available at the work site.

F. All tools, parts, and other materials entering the work area shall be free of dirt, grease, oil, and visible loose particles.

G. Clothing worn by personnel shall be clean and in such condition so as not to contribute to the contamination of the work area or component being serviced.

H. If poor housekeeping practices are observed, the condition shall corrected promptly. Cluttered work areas shall not be tolerated. All supplies shall be piled and stacked in an orderly manner.

I. All personnel are responsible for good housekeeping practices.

J. Contractor shall not pour, bury, burn, nor in any way dispose of a chemical or work biproduct (slurry) on the work project site.

5. IMPLEMENTATION

A. Control of Site Areas

i. Work areas may be divided by whatever means necessary to ensure the proper housekeeping requirements found in this program.

ii. Materials, trash, or other objects must not be thrown from buildings or structures. Anyone caught throwing material from upper levels will be subject to immediate dismissal.

B. Construction Site Cleanliness

i. Work areas shall be kept sufficiently clean and orderly so that construction activity can proceed efficiently and produce and maintain quality work in conformance with specific requirements.

ii. Where large accumulations of materials occur on a non-routine basis, such as the stripping of concrete forms, the material shall be promptly removed or stored neatly away from heavily traveled areas.

iii. Garbage, trash, scrap litter, dust and other excess materials shall be collected, removed from the job site, or disposed of daily. Such excess material shall not be allowed to accumulate.

C. Working Environment

i. i. To maintain a safe working environment, areas of activity shall be adequately lighted, ventilated, protected, and accessible as appropriate for the work being performed.

ii. ii. Temporary lighting shall be installed as needed and maintained to provide good visibility.

iii. iii. Ventilation shall be provided where necessary to prevent accumulation of dust, noxious fumes, and temperature extremes.

iv. iv. Barriers, screens, shields, restricted access, or other protection shall be provided as necessary for isolation of areas where noise, welding arcs, dust, inclement weather, or other conditions exist that may affect the quality of work being performed.

D. d. Materials and Equipment

i. i. Materials and equipment delivered to the work area shall be placed so that they are accessible but do not hinder construction progress. Material and equipment shall be so positioned that it will not be damaged by construction activity.

E. Tools, Supplies, and Equipment

i. The use, location, and deployment of construction tools, supplies, and equipment shall be regulated to keep access and work areas clear.

ii. These regulated provisions shall include, but not limited to, such items as the movement of materials to the work area, welding and stress relieving leads, power leads, temporary heating equipment, pumps, air and water hoses, welding machines, air compressors, hoisting equipment, air tools, grinding tools, and burning tools.

iii. All extension cords will be suspended above finish floor or work platform. Extension cords will not be fastened with staples, hung from nails or suspended by non-insulated wire.

F. Sanitation

i. Toilets shall be provided as follows (at a minimum):

a. # of Individuals Minimum Facilities per sex

1. 20 or less One 21 to 199 One toilet seat and one urinal for every 40 workers 200 or more One toilet seat and one urinal for every 50 workers

b. All toilet facilities shall be approved for use by the state and local governments. In the event a state or locality requires differing amounts of toilet facilities, the policy requiring the most shall apply.

c. All toilet facilities shall be constructed with four (4) walls, a roof, a means for lighting, a toilet seat, a urinal, an adequate vent to the outside, and a self-closing door with a latch.

d. All toilet facilities shall be serviced and maintained on a regular basis.

e. All toilet facilities shall be supplied with adequate amounts of toilet paper.

f. Handwashing stations will be supplied and maintained. If the handwashing station is not feasible, hand sanitizer shall be provided.

g. All toilet facilities shall be made readily available to workers. As a general guide, they should be placed within a ten (10) minute or less walking distance from a work area.

h. All toilet areas shall be inspected on a weekly basis for graffiti. If found, the project team shall take steps to have it properly removed as soon as possible.

X. Job Hazard Analysis

1. PURPOSE

To establish the minimum requirements for the guarding of impalement hazards to eliminate the hazard of impalement on all Southway Builders' jobsites. To establish the minimum requirements for Southway Builders subcontractors for job hazard analysis and control.

Some tasks, by their nature, can expose employees to the risk of injury. To make them as safe as possible, such work activities require special planning and training. Job Hazard Analysis (JHA) is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the worker, the task, the tools and the work environment. Ideally after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable level. A thorough JHA is also an excellent tool to train employees performing the task and to solicit their input into the safe execution of the task or activity.

2. SCOPE

This procedure applies to all Southway Builders' Subcontractors unless a variance is granted by the Corporate Safety Coordinator.

3. RESPONSIBILITIES

The Subcontractor must submit site-specific JHAs for their scope of work 2 weeks prior to commencing work onsite.

The Subcontractor shall make any noted additions or corrections as required by SBI

The Subcontractor will not commence work onsite until the JHAs are approved by SBI.

The Subcontractor shall review the JHAs with their workers, having them sign to verify.

The Subcontractors will update the JHAs as needed in the field should the hazards change.

4. IMPLEMENTATION

A. Job Hazard Analysis

i. The JHA is a method of evaluating a job, task, or activity to determine the safest, most efficient way in which it may be accomplished. The JHA process directly carries out two basic safety principles:

a. It determines the potential incident causes by detecting the hazards inherent in a job.

b. It eliminates potential incident causes by eliminating identified potential hazards.

ii. The JHA process has three basic components:

a. Determining the basic steps of a job or task.

b. Identifying potential hazards that are associated with each step.

c. Developing solutions for eliminating or controlling the hazards. Once these phases are complete, the result is a written end product that describes the sequence of basic job steps, the potential for incidents and/or hazards and the recommended safe work practices or procedures to be followed for each.

iii. Job Hazard Analysis Development Responsibilities

a. The JHA process ideally involves both employees and supervisors working together to develop safe work practices and procedures that can be practically implemented into the process. Employee participation is essential in having practical input and involving the employees who will actually perform the work contributes to the successful and safe completion of the work. The key to a successful JHA is total management commitment to see that it gets done.

b. By "walking through" the steps involved in a particular job assignment, the employee and the supervisor develop an increased awareness of potential hazards and an understanding of how "shortcuts" can result in dangerous situations or conditions.

iv. Job Hazard Analysis Worksheet

a. This JHA worksheet has been selected to simplify and document the JHA process. The left column, the Sequence of Basic Job Steps, is for listing the steps in the order in which they would logically occur from the beginning to the end of the process. The middle column, Potential hazards, is for listing all of the hazards associated with each step listed in the left column. The right column, Recommended Safe Job Procedures, is for identifying the best method of eliminating or controlling the hazard.

b. All JHAs shall include the competent person(s). A Competent Person Form for each person listed shall be completed and submitted with the JHAs.

v. Job Hazard Analysis Development on Projects

a. All job tasks shall have a general JHA developed and kept on file for review as necessary. The Foreman shall review the submitted JHA with all employees and change the JHA as conditions change.

Y. Incident Investigation

1. PURPOSE

To establish the minimum requirements for Subcontractors for the effective investigation of all incidents.

NOTE: It is the policy of Southway Builders to investigate ALL incidents that result in a Subcontractor employee seeking medical treatment, injury or incident involving the public, or property damage. It is further the policy of Southway Builders to investigate all "near miss" or "close call" incidents that could have had serious outcomes. Our desire is to find out what happened, why it happened, and most importantly, how we can prevent a similar incident from occurring in the future. The objective is not to assign blame, but to learn. This process is designed to get all parties involved when an incident occurs and to raise the importance of any incident.

2. SCOPE

This procedure applies in its entirety to all Southway Builders projects unless a variance is granted by the Corporate Safety Coordinator.

3. RESPONSIBILITIES

The Project Superintendent has overall responsibility for ensuring there has been a thorough investigation of the incident. The Superintendent must ensure that proper photos and statements have been taken, evidence saved and the elements of this procedure followed. The Superintendent is also responsible to immediately contact the Safety Coordinator.

It is the responsibility of the subcontractor to report any incident listed under the general requirements of this section. The Subcontractor shall assist the Southway in collecting all necessary information to complete the incident investigation. This includes but not limited to; witness statements, photos, timeline, facts and documentation.

4. GENERAL REQUIREMENTS

A. An incident investigation and incident report must be created for any incident including but not limited to the following:

   i. Fatality, Serious Injuries (head injury, loss of consciousness, loss of limb, injury requiring an ambulance at the scene).

   ii. Any injury to a Southway or subcontractor employee who goes to a medical professional for care of a job-related injury.

   iii. Collapse of a structure.

   iv. Any incident involving significant property damage.

   v. Any injury or property damage involving the public.

   vi. In the event you're not sure whether to report something, report it.

B. Subcontractors shall establish the same procedures and submit any reports generated to Southway Management.

C. The Subcontractor workers shall follow any recommendations made after the incident including but not limited to; abate hazard, drug testing of worker, retraining and attend site safety meeting.

D. Incident Investigation Form

i. A subcontractor can submit their own incident form equal to the Southway's General Liability form or Southway's General Claim Form.

5. IMPLEMENTATION

A. Notification to Safety Department

i. The Southway Safety Coordinator shall be notified immediately in the event of a fatality, lost time, or other serious incident. Other incidents that are minor in nature, such as a first aid or a general recordable, must be reported to the Safety Coordinator within 24 hours, without exception. This includes any incident that happens over the weekends or evenings.

B. All Subcontractor Incident investigations must be submitted within 24 hours.

i. ALL reports must be completed and submitted in Procore within 48 hours with attached liability investigation reports, notes, witness statements, pictures, sketches, drawings with measurements, and other pertinent evidence. Indicate if there is any physical evidence that has been saved such as a ladder, electrical cord, etc. Identify who, what, where, when why and by whom.

C. Photos must be taken of the incident scene

i. Photos of the incident scene must capture details you may not notice during your observations. Note the name of the individual who took the photos, as well as any other comments or descriptions.

6. ATTACHMENTS

A. General Liability Report

B. Witness Statement Report

Z. Ladders

1. PURPOSE

To establish the minimum requirements for the use, handling, and storage of ladders on Southway Builders' projects

2. SCOPE

This procedure applies in its entirety to all Southway Builder projects unless a variance is granted by the Safety Coordinator.

3. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and to ensure that each employee follows it.

4. GENERAL REQUIREMENTS

A. The following are minimum requirements for the use and care of ladders by Southway personnel and subcontractors. Compliance is also required with ANSI A14.3 (or the most recent version) and applicable State Regulations.

i. Ladders shall be always maintained in good condition. Those that are defective in any way shall be removed from service and tagged with an unsafe equipment tag until made safe for use or destroyed.

ii. Ladders purchased for use on Southway sites shall be appropriate for industrial applications, Class 1-A. Light-duty household ladders are not acceptable.

iii. Portable metal ladders shall not be used.

iv. Job-made ladders shall be constructed in accordance with regulatory guidelines.

v. A ladder permit is required for all working levels twelve feet (12') or above. Permits will only be granted when other means (scaffold, aerial lift, scissor lift e.g.) are not feasible. Permit authorization can be given by the Safety Coordinator or General Superintendent. If they are unavailable permission may be given by the Project Executive or Vice president.

vi. Wherever possible walkthrough brackets shall be installed on all stationary fiberglass extension ladders being used for access.

5. IMPLEMENTATION

A. Use of Ladders

i. The use of ladders shall comply with all State and Federal OSHA regulations and this Safety and

Health Manual

ii. All ladders shall be used in the manner and for the purposes for which they were designed and construed.

iii. Ladders shall be inspected by the user before each use.

iv. Straight ladders shall be equipped with safety shoes, tied, blocked, or otherwise secured to prevent displacement.

v. No type of work requiring the use of both hands shall be performed on a ladder when the mid-section of the user must break the side rail plane unless a safety harness is worn and the safety lanyard is properly secured.

vi. No objects that restrict the use of both hands for climbing shall be carried in the climber's hands.

vii. A ladder shall not be placed in front of a door opening toward the ladder, unless the door is blocked open, locked, sign posted, guarded, or removed.

viii. Ladders used to gain access from one level to another shall be long enough for the top to extend three (3) feet above the landing or suitable grab rails, for safe moving to or from the point of access. Wherever possible walkthrough brackets shall be installed on all stationary fiberglass extension ladders being used for access.

ix. Stepladders shall not be used as straight ladders and shall be used with legs fully extended unless allowed by the manufacturer. The top two rungs shall never be used to stand on.

x. All landings for ladders used for access shall be properly protected with guardrails to prevent falls.

B. Care of Ladders

i. Ladders shall be handled with care and are not to be subjected to unnecessary abuse or misuse.

ii. Immediate inspection and appropriate maintenance are required of any ladder exposed to fire, subjected to damaging chemicals, involved in a fall or collision, or which has become coated with oil or grease.

iii. When not in use, ladders shall be stored where they are protected from potential damage by collision, temperature, moisture, etc.

iv. Users shall return ladders to proper storage location when the job is completed.

v. Ladders shall not be painted and all weight capacities labels must be legible.

6. ATTACHMENTS

A. Ladder Permit

AA. Motor Vehicles and Equipment

1. PURPOSE

   To establish the minimum requirements for Southway Builders' jobsites for equipment safety.

2. SCOPE

   This procedure applies in its entirety to all Southway Builders' operations.

3. RESPONSIBILITIES

   The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

   It is the responsibility of the subcontractor supervisory personnel to ensure this procedure is followed.

4. GENERAL REQUIREMENTS

   A. Parking of Subcontractor personal vehicles on Southway projects is prohibited unless a variance is provided by Southway Management.

   B. All parking allowed on Southway projects is at your own risk.

   C. All equipment received by the project is to be inspected by a competent person prior to being placed in service. Any unsafe conditions shall be corrected before operation.

   D. A binding contractual agreement, including insurance requirements, must be established when renting third party equipment.

   E. All operators of mobile equipment, including earthmoving equipment, elevated work platforms, forklift trucks, and lift cranes must be qualified through training and/or experience to operate the equipment.

   F. The equipment operator's manual shall be available on the equipment and reviewed by the operator.

   G. All mobile equipment shall be equipped with a have at least a five-pound fire extinguisher.

   H. Contractors shall provide adequate spill kits to control spills of grease, oil, hydraulic fluid and any other fluids from equipment or from storing or transferring such fluids.

   I. If internal combustion engines are used on motorized equipment in enclosed areas, the contractor is responsible for monitoring the quality of breathing air for harmful contaminants and adequate oxygen and is responsible for providing adequate ventilation.

   J. Seat belts shall be worn by all employees operating motor vehicles and any equipment with rollover protection structures during performance of work.

   K. Properly trained and equipped flag persons shall be used whenever construction traffic accesses or exits from public highways as well as when construction traffic and deliveries interfere with the

planned flow of traffic on public highways.

L. All equipment must have documented inspections before first use and daily use by subcontractor's operator.

M. Defective equipment shall be removed from serve immediately.

N. If internal combustion engines are used on motorized equipment in enclosed areas, the subcontractor is responsible for monitoring the quality of breathing air for harmful contaminants and adequate oxygen and is responsible for providing adequate ventilation.

O. Pedestrians always have right-of-way over motorized traffic.

P. Horns shall be sounded at blind corners, when passing, and/or for warning.

Q. Keep hands, tools and loose clothing away from machinery rotating parts.

5. FORKLIFTS (INDUSTRIAL LIFT TRUCKS)

A. All forklift operations and training shall meet OSHA 1910.178.

B. Only operators authorized and trained in the safe operation of the industrial trucks or industrial tow tractors shall be permitted to operate such vehicles.

C. Stunt driving and horseplay is prohibited and may result in immediate termination.

D. No riders shall be permitted on vehicles unless provided with seat belts.

E. Employees shall not ride on the forks of lift trucks.

F. Drivers shall document a daily inspection of the vehicle and all attachments prior to use and at least once each shift. If found to be unsafe, have it repaired before continuing operations

G. Vehicles shall not exceed the authorized or safe speed.

H. The driver shall slow down and sound the horn where vision is obstructed.

I. Operators should always face their destination.

J. When leaving a vehicle unattended, the power shall be shut off, brakes set, and the mast brought to the vertical position with the forks left in the down position. When left on an incline, the wheels shall be blocked. The operator shall not move more than 25 feet from the equipment on the same level at any time.

K. Do not attempt to exceed the capacity of the forklift or carry loads that are too heavy or unbalanced.

L. A loaded forklift shall not be moved until the load is safe and secure.

M. Seat belts must be worn.

N. Where possible, avoid operating near ditches, embankments and holes.

O. Reduce speed when turning, crossing slopes, and on rough, slick or muddy surfaces.

P. When traveling watch out for overhead obstruction.

Q. Rigging over the forks is prohibited without manufacturer approved attachments or without following manufacturer specifications

6. AERIAL AND SCISSOR LIFTS

a. Only trained and authorized operators shall be permitted to operate an aerial lift.

b. A malfunctioning lift shall be shut down and tagged out until repaired.

c. The controls shall be plainly marked as to their function.

d. The controls shall be tested each day prior to use to determine that they are in a safe operating condition. A daily inspection shall be completed and documented.

e. All personnel in the platform shall wear an approved full body harness and proper connecting device attached to the platform attachment point per the manufacturer's requirements and/ or applicable OSHA standard whichever is stricter.

f. Load limits specified by the manufacturer shall not be exceeded.

g. Instruction and other placards must be legible.

h. Lifts shall not be used near electrical power lines unless the lines have been de-energized or adequate clearance is maintained.

i. Employees using lifts shall be instructed to recognize and avoid unsafe conditions and hazards.

j. Ground controls shall not be operated unless permission has been obtained from the personnel in the platform, except in case of an emergency.

k. Personnel shall always stand on the floor of the platform, not on boxes, planks, railing or other devices for a work position unless permitted by OSHA and/or the manufacturer.

l. All chain or rail guards shall be in place prior using the lift.

m. If equipped, outriggers shall be properly used as recommended by the manufacturer.

7. MATERIAL HOISTS

A. All material hoists shall:

i. Have a dedicated communication system between the operator and the different floor openings.

ii. Have an electronic kill switch on hoist.

iii. Have a 3rd party hoist inspection prior to use.

iv. Visual confirmation shall be established when the operator moves the hoist.

v. Written procedure for operator / spotter to follow before moving the hoist

8. MATERIAL HANDLING EQUIPMENT (OTHER)

A. Only operators qualified through training and/or experience shall operate the equipment.

B. Read and understand all safety precautions and warnings before operating the equipment.

C. Perform a daily documented inspection at the beginning of each shift.

D. Do not start the equipment or move controls if there is a warning tag hanging on the controls.

E. Do not jump off equipment. Use grab rails.

F. Riding on loads, fenders, running boards or tailgates, or allowing legs or arms to dangle over the sides is not permitted.

G. Do not ride on equipment not designed for passengers.

H. The parking brake must be set whenever the equipment is parked. Equipment parked on an incline must have the wheels chocked. Lower all attachments to the ground before leaving the equipment.

I. Do not back up any vehicle or equipment when the view to the rear is obstructed unless:

   i. It is equipped with an operating back-up alarm which is audible above the surrounding noise for a distance of 200 feet; or, an observer/spotter wearing a Class II vest signals that it is safe to back up.

J. Know the traffic pattern of the jobsite road and obey flaggers, road signs and signals.

K. Keep the equipment, especially the deck and steps, free of foreign material. Secure all loose items.

L. Make sure all safety guards and covers are secured in place.

M. When loading trucks never swing over the truck cab and make sure the driver remains out of the truck unless cab protection is provided.

N. Work within 20' of powerlines is prohibited. See Electrical for options with working near energized lines.

O. Use caution when moving a piece of equipment with the truck bed in the raised position.

P. If you hit a power line, stay inside the cab until the equipment is clear of the line or power is shut off.

9. MOTOR VEHICLES (AUTOMOBILES AND PICKUPS)

A. The operator of a motor vehicle must hold a valid driver's license for the class of vehicle to be operated.

B. Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried. All passengers shall be properly seated with seatbelt used. Standing/kneeling on the back of moving vehicles is prohibited.

C. The operator must inspect the vehicle before placing it in operation. Any deficiencies found that might constitute a safety hazard shall be repaired before operating.

D. In case of an incident regarding a third-party vehicle on or off the jobsite, the operator should be aware of the following:

E. An incident form should be filled out as soon as possible after the incident.

F. Follow the incident investigation procedures and notifications.

10. EXHIBITS/ATTACHMENTS

Equipment Daily Inspection Example (Attachment 1).

Aerial Lift Daily Inspection Example (Attachment 2)

AB. Personal Protective Equipment

1. PURPOSE

   To establish the minimum requirements for the use of personal protective equipment at all Southway Builders' projects.

2. 2. SCOPE

   This procedure applies in its entirety to all Southway projects unless a variance is granted by the Safety Coordinator.

3. 3. DEFINITIONS

   Not applicable.

4. 4. RESPONSIBILITIES

   The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

   It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. 5. GENERAL REQUIREMENTS

   A. Minimum personal protective equipment requirements for all individuals on Southway projects include the following:

      i. ANSI-approved leather or equivalent work boots.

      ii. ANSI-approved hardhat.

      iii. ANSI Z87.1-approved safety glasses with side shields per this policy.

      iv. A shirt with 4" sleeves that fully covers torso and long work pants that extend over the ankle (no sweatpants, athletic pants or leggings), shirt with a minimum 4" sleeve

      v. Class 2 hi-vis vest or hi-vis shirt (hi-vis clothing may not be obstructed by other clothing) fall protection

      vi. Respirator (as needed for location and type of work); See Respiratory Protection Section of this manual.

      vii. Hearing protection (as required).

      viii. Gloves (as required).

   B. PPE shall be worn the entire time an employee is on a Southway jobsite unless a designated area has been made for breaks.

C. All subcontractors involved in construction work, including deliveries shall don required PPE.

6. 6. IMPLEMENTATION

A. Eye and Face Protection

i. Appropriate eye protection meeting the requirements of ANSI Z87.1 (most recent version) with side shields are required to be worn in a manner to protect the eyes while on the jobsite.

ii. Goggles, welding hoods and shields, or face shields will be required to be properly worn at all times when in the area of operations, such as when welding, burning, grinding, chipping, chemical handling, working with corrosive liquids or molten materials, concrete pouring, and chain saws In addition, goggles, welding hoods/shields, or face shields shall be worn as specified by manufacturer recommendations of tools, equipment, and material SDS.

iii. This section will also apply to those employees of subcontractors who are assisting any worker as an apprentice or helper.

iv. Prescription glasses must meet the requirements of ANSI Z87.1 (most recent version) or be covered with over-the-glass safety glasses or face shield or goggles.

v. Safety glasses with dark lenses are not allowed for work in low-light environments. Clear or yellow-tinted lenses must be provided for low-light environments.

B. Head Protection

i. Approved hardhats include both plastic and fiberglass hats that meet ANSI Z89.1 standards for Class II and I only. Metal hardhats, or bump caps are not considered approved head protection and shall not be used. Hard hats or helmets meeting ANSI Z89.1 must be worn at all times in construction areas.

ii. No additional PPE or clothing items worn may interfere with the hardhat unless approved.

C. Hearing Protection

i. Employees shall not be exposed to noise in excess of the Occupational exposure Limits established by OSHA. The two types of recognized hearing protection available for use in effectively reducing noise exposure are earplugs and earmuffs.

ii. In most instances, universal-fit earplugs are acceptable hearing protection. Cotton plugs are not acceptable and shall not be used.

iii. When using earmuffs for hearing protection, special care shall be given to ensure that the muffs are disinfected before being issued to another employee.

D. Hand protection

i. General-purpose work gloves should be worn by the individual for protection against splinters, sharp edges, jagged surfaces, wire rope, glass, and metal splinters.

ii. Special purpose work gloves should be worn and, at times, shall be required when employees are performing certain tasks. Special purpose gloves include:

a. Electric 'hot' gloves

b. Cut-resistant gloves

c. Chemical-resistant gloves

d. Standard rubber gloves

e. Heat-resistant gloves

iii. Tasks involving HVAC duct work, drywall using utility knifes, metal studs, or other at-risk for hand laceration type tasks shall require the use of appropriate cut-resistant glove protection at all times.

E. Foot Protection

i. Leather or equivalent work boots are mandatory. Protective toe and metatarsal caps are highly recommended.

ii. Sneakers (even if ANSI-approved), sandals, high heels, leather soled street or dress shoes, and thongs will not be considered approved industrial or construction footwear.

iii. Metatarsals shall be utilized for all jack hammering and compactor operations as well as those required by OSHA.

F. Reflective Vests/ Hi-vis

i. All projects and/or operations require employees don a minimum of a class 1 vest or hi-vis shirt.

ii. Hi-vis vest and shirt must be in good condition and maintain the original hi-vis quality.

iii. Hi-vis personal protective equipment to be worn as required by the current Manual of Uniform Traffic Control Devices (MUTCD) or local regulations whichever is stricter, while work is completed on or next to roadways.

G. Electrical PPE

i. All energized work requires strict conformance to NFPA 70e.

H. Chaps

i. Chaps compliant with ANSI/ASQ Z1.4 are mandatory when operating a chain saw.

I. Respirators

i. See respirator section of this manual.

AC. Regulatory Inspections

1. PURPOSE

To establish the minimum requirements for Southway Builders Subcontractors to prepare for and provide the necessary assistance in project inspections by the Occupational Safety and Health Administration or State Regulatory Agency.

2. SCOPE

This procedure applies in its entirety to all Southway Builders jobsites.

3. DEFINITIONS

Compliance officer. An OSHA official that has enforcement authorization designated by the Occupational Safety and Health Act.

Inspection. The process, through observation and investigation, by which matters of compliance with the safety and health standards contained in the OSHA Code of Federal Regulations (CFR) are evaluated.

Occupational Safety and Health Administration (OSHA). Both a federal and a state organization whose purpose is to assure safe and healthful working conditions for employees, by authorizing enforcement of the standards developed under the OSH Act, namely the OSHA Code of Federal Regulations (CFR).

Point of contact. The "agent in charge" on the project; either the Project Safety Manager or the Project Superintendent.

Scope of the inspection. The type of inspection and whom the inspection will affect.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of Subcontractors to participate and cooperate in the inspection and comply with any recommendations.

Subcontractors shall not leave the site unless directed. All Subcontractors will stay onsite during the inspection. Subcontractors are contractually obligated to participate in the inspection.

5. GENERAL REQUIREMENTS

A. Preparation for an inspection

i. OSHA will give no advance notice; therefore, several steps must be taken to prepare for an inspection.

ii. In the event of an inspection, the Project Safety Manager and Project Superintendent must be contacted along with Southway Safety.

iii. The Project Superintendent will be the point of contact for the OSHA inspection. The Project Superintendent will request a delay in beginning an inspection until Southway Safety is present.

iv. All documents that are requested, as well as interviews, must go through the point of contact.

v. Upon arrival of the compliance officer, he/she will be directed to the jobsite point of contact. No one else on the site shall be permitted to deal with the compliance officer.

6. PREPARATION FOR THE INSPECTION

A. Arrival of the compliance officer

i. When a compliance officer arrives on the project and intends to perform an inspection, the point of contact must be notified immediately. The point of contact will meet with the compliance officer before the inspection begins and will verify the compliance officer's credentials. This must be done in a professional manner. Compliance officers should have an identification card with their photograph on their person. If the point of contact is unsure whether or not the compliance officer is an authorized representative of a state or federal OSHA he should contact Southway Safety before allowing the inspection process to continue.

ii. If the compliance officer is unfamiliar with Southway and has responded as a result of a general or random selection, the Superintendent should ask if we could proceed as a Focused Inspection.

B. The opening conference

i. Before the actual inspection begins, an opening conference should be held. The objective of this conference is to provide affected employers with the scope and objectives of the inspection.

ii. iThe opening conference is required by law, and the compliance officer will tell you what type of inspection he intends to perform.

iii. At the opening conference the compliance officer will attempt to gather all subcontractors on the project.

iv. If a company is not represented at the opening conference, it does not negate the validity of any citation that may be issued.

v. Union representatives do not have an absolute right to be present during the opening conference.

vi. The compliance officer will gather specific information from each company.

7. THE INSPECTION

A. Scope of the inspection

i. Once the scope of the inspection is determined, the appropriate action will be taken.

ii. Inspections based on complaints of alleged imminent danger or other violations shall be limited to the area of the alleged violation.

iii. Fatality/incident investigations shall be limited to the specific area of the incident.

iv. Referral inspections shall be limited to only the specific items addressed in the original inspections.

v. Special emphasis inspections shall be limited to the areas covered by the program.

vi. In all cases, the compliance officer will be escorted along the most direct route to and from the area to be inspected.

vii. If this inspection is a result of a Complaint either Formal or Informal, the scope will be limited to the complaint. No retaliation of the complainant if known will be permitted.

B. The Walk Around

i. The compliance officer will perform a walk around inspection.

ii. The Southway point of contact, employee representative, and union representatives have the right to accompany the compliance officer during the walk around.

iii. The walk around inspection must be restricted to the scope of the inspection that was discussed in the opening conference.

iv. If a violation or hazard is discovered during the walk around, ensure that the hazard is immediately abated (corrected) If it cannot be abated, the hazard shall be mitigated until abatement can be completed.

v. During the walk around inspection, compliance officers are legally authorized to talk to employees on the jobsite.

vi. Employees are not forbidden to talk to the compliance officer on the project, but they must be aware that they are under no obligation to do so.

C. During the inspection

i. During the inspection, careful and detailed notes must be taken, specifically listing questions asked and comments made. These notes must be taken at the opening conference, continued during the actual inspection, and at the closing conference. The following must be noted and documented:

a. The name, address, and telephone number of the compliance officer.

b. A list of the persons present at the opening conference and during the walk around.

c. A concise, accurate summary of statements made by all present.

d. The details of comments made by the compliance officer when observing alleged violations.

e. Any statements made during the closing conference.

f. Any action taken by the point of contact or agent in charge during the inspection.

ii. Never leave the compliance officer unattended and never argue with the compliance officer.

D. Closing Conference

i. At the conclusion of the inspection, the compliance officer will hold a closing conference. At this point he/she will separately inform all contractors involved of any alleged violations.

ii. The compliance officer will reference standards that may have been violated on the jobsite.

iii. Immediately after the compliance officer leaves, as much information about the alleged violations should be documented, including any agreements or disagreements with the compliance officer's statements, additional pictures from different vantage points, and other relevant notes.

E. Citations

i. If a citation is received after the inspection, it must be posted on the project conspicuously so that it is in plain view of all employees for a period of three days or until the alleged violation is corrected, whichever is longer. No citation is to be settled unless approved for such by the Safety Coordinator.

AD. Safety and Health Audits

1. PURPOSE

   To establish the minimum requirements Southway Builders to orient and familiarize all employees and subcontractors with our safety inspection program.

2. SCOPE

   This procedure applies in its entirety to all Southway operations unless a variance is granted by the Safety Coordinator.

3. RESPONSIBILITIES

   The Project Manager and Superintendent have overall responsibility for establishing and ensuring compliance with this procedure.

   The Safety Coordinator is responsible for completing site audit on a regular basis.

   It is the responsibility of all Subcontractor managers and supervisory personnel to address and abate all observations made during site safety audits.

4. GENERAL REQUIREMENTS

   A. The Southway superintendent is responsible for making sure a Southway Safety Inspection (form in Procore) is completed weekly.

   B. The Southway Safety Coordinator will perform Site Safety Audits on a regular basis.

   C. Correction of Deficiencies

      i. Any unsafe condition or act discovered should be corrected on the spot, if possible, by direction to the Foreman or Superintendent responsible for the work. If an unsafe condition or act could result in an injury, the work should be stopped and mitigated until the hazard can be abated. All employees exposed to injury should be removed from the exposure and only those required to correct the problem allowed to remain – with appropriate protection for the circumstances.

      ii. Any unsafe conditions or acts discovered are to be documented on the inspection/audit forms along with the corrective action taken to resolve them.

   D. Subcontractors

      i. Subcontractors shall abate all hazards as soon as possible and document abatement in Procore within 3 days of the observation being made.

   E. Distribution

      i. Forms for the safety inspections can be found on Procore and will be distributed through Procore to the subcontractor responsible for abating the hazard.

5. IMPLEMENTATION

Not Applicable.

6. EXHIBITS/ATTACHMENTS

Not Applicable

AE. Safety Signs and Banners

1. PURPOSE

   To establish the minimum requirements for posting safety signs and banners on Southway Builders' projects.

2. SCOPE

   This procedure applies in its entirety to all Southway projects unless a variance is granted by the Southway Safety Coordinator.

3. DEFINITIONS

   Not applicable.

4. RESPONSIBILITIES

   The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

   It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and of everyone to follow it.

5. GENERAL REQUIREMENTS

   A. Proper signs shall be posted and maintained in good condition wherever hazardous conditions exist on all Southway projects.

   B. Post the signs without delay and remove them when the hazards no longer exist. Additional posting requirements are found in the Federal Occupational Safety and health Act, Construction Standards. OSHA 1926.200

   C. Warning, Danger, No Trespassing and other signs, if correctly posted, help to protect the public and workers from incidents.

6. IMPLEMENTATION

   A. At the beginning of each project, a safety signage per the Job Site Start up list shall be ordered.

   B. Signs need to be posted when hazards exist including but not limited to:

      i. Falls

      ii. Electrical hazards

      iii. Construction zones/areas

      iv. Lasers in use

v. Work above/below

vi. Traffic zones

vii. Overhead power lines

viii. Low ceiling

ix. Temporary Standpipes

7. ATTACHMENTS

Not Applicable.

AF. Scaffolds

1. PURPOSE

To establish the minimum requirements to safely use, assemble, and dismantle scaffolds for all Southway Builders' Projects.

2. SCOPE

This procedure applies in its entirety to all Southway operations unless a variance from its requirements is granted by the Safety Coordinator.

3. DEFINITIONS

Competent Person. One who is capable of identifying existing and predictable hazards and authorized to take prompt corrective measures to eliminate them.

Qualified Person. One who is recognized by a degree, certificate or professional standing, or possesses extensive knowledge, training and experience.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. All scaffold will have a full guardrail system (guardrail, middle and toe-board) when the working level reaches six feet (6').

B. The scaffold must be designed by a qualified person and constructed and loaded in accordance with that design. A competent person must supervise the erection, movement, alteration, and disassembly of the scaffold. Scaffold manufacturer's recommendations must be reviewed. All aspects of scaffolding, supervision and inspection by a competent person are crucial.

C. Scaffold components manufactured by different manufacturers shall not be intermixed unless components fit together and a competent person approves the procedure.

D. All scaffolds shall bear a tag, signed and dated by the contractor's competent person, denoting that the scaffold has been inspected and is safe to use prior to any employee utilizing that scaffold that day.

E. Tags shall be readily visible, made of materials that will withstand the environment in which they are used, be legible and shall include:

   i. The Competent Person's name and signature.

ii. Dates of initial and last inspections.

F. Scaffold cross-bracing is not permitted to be used as a substitute for guardrails. Swing gates will be provided at all ladder or stair access points. Where material is being landed on a scaffold, the outrigger extension will not be used to support the material unless it is deemed adequate by the manufacturer and a factor of safety of 4 is provided.

G. All non-mobile scaffold frames shall have base plates installed and mud sill boards.

H. Dressed Nominal grade lumber is not allowed as scaffold planking.

I. Mobile Scaffolds

i. All mobile scaffolds will have wheels locked when in use and stationery.

ii. Outriggers are required when the mobile scaffold working height is 3 times the width of the scaffold.

J. Aerial and Scissor Lifts

i. All individuals shall wear a Personal Fall Restraint Stystem attached to the manufacturer's approved anchorage point when working out of aerial lifts and scissors lifts.

ii. Standing on guardrails is not allowed.

K. Mast climbing elevating work platform

i. Mast climbing work platforms shall be erected, used, inspected, tested, maintained, and repaired in accordance with the manufacturer's recommendations as outlined in the operating manual.

ii. Platforms that may be adjustable by manual or powered means must meet the requirements of ANSI Standard ANIS/SIA A92.2 (most recent version) Standard for Mast Climbing Work Platforms

iii. All attachment points to be torqued per manufacturer requirements.

iv. Climbing of braces and guardrails is prohibited. When access ladders, including masts designed as ladders, exceed 20 ft in height, positive fall protection shall be used.

v. Personal fall arrest or restraint systems must be used when there is a gap in the guardrail.

vi. Maximum clearance between platform and structure fourteen inches (14")

vii. The work platform shall not be raised in windy or gusty conditions. The operation manual shall be followed to determine maximum in-service wind speed conditions. A copy of the operation manual will be available on the job site.

viii. Platforms shall not be altered or modified in any way. Changing the configuration may change load capacity, freestanding height, and tie frequency. Mechanical, hydraulic, or electrical changes may adversely affect operation of this machine.

ix. A Competent Person shall perform daily maintenance and inspections.

x. Personnel shall be trained before using and/or operating mast climbing work platforms. Each user and operator shall:

a. Read and understand all cautions and danger warnings on the machine and in the operator's manual.

b. Have a solid working understanding of the controls.

c. Understand the hazards associated with the use of mast climbing work platforms.

d. Ensure that only authorized personnel use the platform.

xi. A damaged or malfunctioning machine shall not be used. Operation of damaged equipment shall be discontinued until the unit is repaired.

L. Use

i. Scaffolds shall not be erected or used in the immediate vicinity of power lines or electrical conductors until such are insulated, de-energized, or otherwise rendered safe against accidental contact. The clearance between scaffolds and power lines shall be per OSHA or local regulations.

ii. Debris shall not be allowed to accumulate on platforms.

iii. Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.

iv. Ladders shall not be used on scaffolds to increase the working level height of employees, except on large area scaffolds where the following criteria are satisfied:

v. Employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.

vi. Wind/debris screens shall consist of flame resistant material. Scaffolds shall also be designed to support the forces imposed by the wind/debris screens.

M. Fall Protection

i. Prior to commencing any activity that requires work in elevated areas 6ft/greater in height (including scaffolds), all provisions for access and fall protection shall be delineated in the JHA.

ii. Fall protection must be provided for employees erecting or dismantling scaffolds where the installation and use of protection is feasible and does not create a greater hazard. A competent person shall determine the feasibility and safety of providing fall protection. If it is determined that the work cannot be done by using a conventional fall protection system, the written Site-Specific Fall Protection and Prevention Plan shall be submitted to the Southway Safety Coordinator for review, prior to performing the work.

iii. Personal fall arrest systems used on scaffolds shall be attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structure member.

iv. When working from single-point or two-point adjustable suspension scaffolds, employees shall be protected by both a vertical lifeline (independent from the scaffold and its anchorage point) and a guardrail system.

v. Guardrail systems shall be installed along all open sides and ends of platforms.

N. Falling Object Protection

i. Where there is danger of tools, materials, or equipment falling from a scaffold and striking employees below, the following provisions shall apply:

a. The area below the scaffold to which objects can fall shall be barricaded, and employees shall not be permitted to enter the hazard area, or

b. A toe board and screen (mesh or equivalent) shall be provided and secured between the toe board and the guardrail extending from the toe board or platform to the top of the guardrail.

c. A guardrail system shall be installed with openings small enough to prevent passage of potential falling objects.

d. A canopy structure, debris net, or catch platform strong enough to withstand the impact forces of the potential falling objects shall be erected over the employees below. Canopies when used for falling object protection, shall comply with the following criteria:

1. Canopies shall be installed between the falling object hazard and the employees.

2. When canopies are used on suspension scaffolds for falling object protection, the scaffold shall be equipped with additional suspension ropes.

O. Suspended Scaffolds.

i. Every suspended scaffold shall be tested with twice the maximum anticipated load before being put into operation.

ii. iSuspended scaffolds shall be designed, constructed, operated, inspected, tested, and maintained as specified in the operating manual for the device.

iii. Only personnel trained in the use of the suspended work platform shall be authorized to operate it. Training shall include:

iv. Reading and understanding the manufacturer's operating manual and any associated rules and instructions, or training by a Qualified Person on the contents on these documents.

v. All parts of all suspended scaffolds shall have a minimum safety factor of four (4). A minimum safety factor of six (6) is required for support ropes.

vi. To reduce the possibility of welding current arcing through the suspension wire rope when performing welding from suspended scaffolds, the following precautions shall be taken, as applicable:

a. An insulated thimble shall be used to attach each suspension wire rope to its hanging support such as an outrigger. Excess suspension wire rope and any additional independent lines from grounding shall be insulated.

b. The suspension wire rope shall be covered with insulated material extending at least four (4) feet above the hoist. If there is a tail line below the hoist, it shall be insulated to prevent contact with the platform. The portion of the tail line that hangs free below the scaffold shall be guided or retained, or both, so that it does not become grounded.

c. Each hoist shall be covered with insulated protective covers.

d. In addition to a work lead attachment required by the welding process, a grounding

conductor shall be connected from the scaffold to the structure. The size of this conductor shall be at least the size of the welding process work lead, and this conductor shall not be in series with the welding process or the work piece.

AG. Steel Erection

1. PURPOSE

To establish the minimum requirements for steel erection operations for Southway Builders.

2. SCOPE

This procedure applies in its entirety to all Southway Builders' operations, unless a variance is granted by the Safety Coordinator

3. DEFINITIONS

Competent Person.
A person who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Qualified Person.
One who, by possession of a recognized degree, certificate or professional standing or who by extensive knowledge, training and experience has successfully demonstrated the ability to solve or resolve problems related to the subject matter, the work, or the project.

4. RESPONSIBILITIES

The Project Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all subcontractor managers and supervisory personnel to enforce this procedure and to ensure that each employee follows it.

5. GENERAL REQUIREMENTS

A. Erection Plan

i. An erection plan will be prepared by the Steel Erector's Qualified Person, stamped by a registered Professional Engineer and reviewed with the Southway Project Superintendent and Safety Coordinator prior to start of work.

ii. The erection Plan will include the but not limited to the following:

a. Material deliveries, material staging and storage.

b. Coordination with other trades and construction activities.

c. Path for overhead loads.

d. Critical lifts, including rigging supplies and equipment.

e. A description of steel erection activities and procedures.

f. Stability considerations requiring temporary bracing and guying.

g. Erection bridging terminus point.

h. Columns and beams connections.

i. Decking installation.

j. Ornamental and miscellaneous iron.

k. Crane lift plan

iii. The erection contractor's qualified person shall approve all changes in the safety erection plan.

iv. A copy of the erection plan shall be maintained at the project site showing all approved changes with a copy provided to Southway.

v. The implementation of the erection plan shall be under the supervision of a competent person.

vi. A safe means of access to the level being worked shall be maintained. Climbing and sliding on columns or diagonals, is not allowed.

vii. Containers, such as buckets or bags, shall be provided for storing or carrying bolts or rivets. When bolts, drift pins, or rivet heads are being removed, a means shall be provided to prevent accidental displacement. Tools shall be secured in such a manner to prevent their falling.

viii. Fall protection provisions, such as lifeline attachments, dynamic fall restraints and other such devices shall be considered during shop drawing preparation, shall be incorporated in fabricated pieces, and shall have safety lines or devices attached prior to erection wherever possible.

ix. A tag line shall be used to control all loads.

x. For the protection of other crafts on the project, signs shall be posted in the erection area by the erection contractor reading, "Danger Workers Overhead" and only ironworkers allowed in this area. This will include shake-out areas, erection areas and the load travel path from the storage area to the erection area.

xi. When loads are being hoisted, all personnel are to be prevented from walking or working under the load.

xii. Material shall not be hoisted to a structure unless it is ready to be put into place and secured.

xiii. Bundles of metal decking or small material shall be so secured as to prevent their falling out from the rigging.

xiv. Multiple lifts (e.g. "Christmas-treeing," "Suit casing") of any type are not allowed unless approved by the Southway Safety Coordinator.

B. Fall Protection *See Fall Protection Section*

i. All employees engaged in steel erection activities including connecting, bolting-up, decking, welding or any other activity that exposes them to a fall of 6 feet or greater shall be provided with and use 100% fall protection.

ii. Fall protection requirements shall be rigorously enforced during steel erection with any observed violation cause for removal from the project.

AH. Temporary Heat

1. PURPOSE

To establish the minimum requirements for temporary heating systems on Southway projects.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Southway Safety Coordinator.

3. DEFINITIONS

Qualified Person.
One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

Competent Person.
One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them

4. RESPONSIBILITIES

The Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and to ensure that each employee follows it.

5. GENERAL REQUIREMENTS

A. No Kerosene, oil fueled, solid fuel burning, or convection heaters (a.k.a. 'Pot' heaters) are permitted.

B. Only gas fired (propane vapor or natural gas), hydronic, steam, electric or infrared heaters are permitted, based on the application and used with a hot work permit issued and approved by Southway.

C. Gas heaters must conform to the specifications

   i. Direct Fired heaters shall conform to ANSI Z83.7 or Z83.4

   ii. Indirect Fired heaters shall conform to ANSI Z83.8

   iii. Infrared heaters shall conform to ANSI Z83.6

D. All flexible connectors must be UL approved and conform to specifications UL-83.

E. All heaters shall conform to (or exceed) applicable OSHA, ANSI, UL, NFPA, NEC, and related

standards for design, construction, installation, clearance and use, as well as to all local codes. All heaters shall be AGA certified.

F. Temporary construction heaters proposed shall be approved for use by the client and Southway They shall conform to the most current NFPA 241, to manufacturer installation requirements, to applicable Codes and Standards and to the local fire official's requirements.

G. Heater supplier and Subcontractor shall provide their construction heating plan to the Southway Superintendent and Safety Coordinator for review and approval. This plan must include specifications for the heaters, and heater and fuel placement and storage, as well as heater maintenance, service and inspection schedule and competent persons to implement the Plan.

H. Whenever heaters are operating during non-working hours, the Subcontractor may be required by the client, local fire officials, or Southway to provide a competent person to monitor and maintain the heaters. In such cases, the competent person shall be trained by qualified person in the safe operation of the heaters.

I. Installation of an appliance meeting the following specifications shall be made by a qualified technician according to safety measures as outlined in ANSI A10.10, NFPA–58, NFPA–54, U.L., the operators/manufacturers manual, and local codes.

J. Installation must be a coordinated effort between Southway personnel, the heating appliance supplier, the fuel supplier and local trades, referring to the heating plan, with instruction.

K. Flammable and combustible material shall be kept away from the heater a minimum of 30' respectively or more as indicated by heating unit manufacturer, local fire authority, owner, or unique conditions of the site.

L. Each heating appliance is to be inspected by a qualified person, at least at the beginning and end of each working day.

M. Contractor shall continuously monitor carbon monoxide levels when operating heaters indoors and shall ensure levels are below the ACGIH TLV (The American Conference of Governmental Industrial Hygienists Threshold Limit Value of 25 ppm (or 29 mg/m3)) as a time-weighted average for a normal 8-hour workday and a 40-hour workweek. Contractor shall report results to Southway.

AI. Water Intrusion Policy

1. PURPOSE

To establish minimum requirements for SBI and its subcontractors to perform activities associated with any work involving water and non-ignitable liquid where escaped liquid can damage the project, structure, building, or materials. This can include plumbing work, installation & maintenance on wet systems including fire sprinkler, domestic water, chilled and hot water systems, sump pumps, wet taps, new construction, storm water and drainage, exterior works, and filling or pressure testing.

2. DEFINITIONS

Wet Work: Any work involving water and non-ignitable liquid where escaped liquid can damage the project, structure, building, or materials.

Wet Work Permit: Document issued prior to the start of wet work which is used to verify that a Pre-Wet Work Evaluation has been performed.

3. RESPONSIBILITIES

A. The superintendent has overall responsibility for establishing ensuring compliance in this procedure.

B. All SBI employees are responsible for implementing and/or monitoring activities associated with this procedure.

C. It is the responsibility of all SBI management personnel to enforce this procedure.

D. All subcontractors must follow the SBI wet work permit policy.

4. REQUIREMENTS

A. Equipment shall be used only for operations for which it is approved and as recommended by the manufacturer.

B. Subcontractors shall be trained in the operation and maintenance of the equipment to be used.

C. Engineering controls shall be implemented to control wet work damage.

D. Subcontractor shall have a written plan detailing response in case of a leak or accidental discharge.

E. Actively monitor weather conditions for quick deployment of additional waterproofing measures and protection of sensitive materials.

F. Fire protection, chilled and hot water systems shall be monitored and or alarmed if feasible.

G. Regular inspections to check water systems.

H. Confirm all (floor and sink) are functional and clean.

I. Roof drains shall be connected, free of debris and functioning properly.

J. Perform a Pre-Wet Work Evaluation prior to approving any wet work.

5. PRE-WET WORK EVALUATION

A. Decide if this work can be avoided, can the job be completed another way?

B. Confirm all wet systems protected from freezing?

C. Adequate protection devise shall be installed if high value or long lead time equipment (electrical gear, medical equipment) is installed before piping systems are tested and monitored.

D. Fire Protection systems valves shall be secured to prevent unauthorized operation.

E. Ensure that sprinkler valves can be quickly unlocked or operated by authorized personnel in the event of a leak.

F. Subcontractor shall supply a written Water Release Response Plan/Procedure and provide and maintained spill kits onsite.

G. Water supply shutoffs for each floor or zone identified shall be labeled on the plan and communicated to workers.

H. If sump pump, storm water or sanitary pumps are needed on the project; they are to be monitored or inspected routinely and back up pumps installed or readily available.

I. All wet work in occupied buildings shall be coordinated with the building owner or facilities manager.

6. COMMISSIONING A SPRINKLER SYSTEM

A. If building does not have reliable heat drain the system after testing to avoid freezing and burst pipes.

B. If reliable heat is available, leave water in system with branch line valves in closed position until the system is ready for commissioning or as otherwise instructed by authority having jurisdiction.

C. Once flow alarms are available and reliably monitored the system should be commissioned and functional. A formal fire protection system impairment protocol should be implemented at this time to manage all future outages.

7. PROCEDURES:

A. The permit shall be filled out and completed by the subcontractor once all requirements and Pre-Wet Work Evaluation is completed.

B. SBI Management shall approve work and sign off on Wet Work Permit.

C. Once approved by SBI management the subcontractor may proceed, following all precautions.

D. SBI shall copy and file permit. Permits shall be available for review upon request

E. The subcontractor shall keep a copy of the permit available upon request at the location of the wet work.

F. Wet Work in Progress tag/sign shall be placed in the vicinity of the work.

g) Once work is completed the Wet Work in Progress tag shall be completed and returned to SBI management, the day the work is complete.

8. ATTACHMENTS

A. Wet Work Permit

AJ. Welding, Cutting, and Hot Work

1. PURPOSE

To establish the minimum requirements for Southway Builders to perform activities associated with welding, cutting, and hot work.

2. SCOPE

This procedure applies in its entirety to all Southway projects unless a variance is granted by the Corporate Safety Coordinator.

3. DEFINITIONS

Hot Work. A work activity that by the nature of the operation, e.g., grinding, burning, cutting/welding, temporary heating etc., creates an open source of ignition.

Hot Work Permit. Document issued prior to the start of hot work which is used to verify the presence of appropriate fire prevention and protection measures.

Flashback Arrester. A device most commonly used in oxy-fuel welding and cutting to stop the flame from burning back up into the equipment and causing damage or explosions.

Check Valve. A mechanism, also known as a backflash device, which prevents the reverse flow of gas. Some, but not all, flashback arresters include check valves.

4. RESPONSIBILITIES

The Superintendent has overall responsibility for establishing and ensuring compliance with this procedure.

It is the responsibility of all Subcontractor managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

A. Equipment shall be used only for operations for which it is approved, and as recommended by the manufacturer.

B. Workers assigned to operate or maintain oxygen/fuel-gas supply equipment and resistance welding equipment shall be thoroughly instructed in the safe use of such equipment by a qualified person.

C. Engineering controls shall be implemented to control hot work hazards to the extent feasible.

D. Before any cutting or welding is performed, the area shall be inspected by the supervisor responsible for authorizing hot work. A written hot work permit shall also be completed to designate specific approvals needed and precautions to be taken.

6. IMPLEMENTATION

A. Gas Welding and Cutting Safety

i. Fuel-gas hoses and oxygen hoses shall be easily distinguishable from each other. The contrast shall be made by different colors or by surface characteristics readily distinguishable by touch. Oxygen and fuel-gas hoses shall not be interchangeable. A single hose having more than one gas passage shall not be used.

ii. When parallel sections of oxygen and fuel-gas hose are taped together, not more than four (4) inches out of 12 inches shall be covered by tape.

iii. All hoses in use shall be inspected at the beginning of each working shift. Defective hose shall be removed from service.

iv. Torches to be used shall be inspected at the beginning of each working shift for leaking shutoff valves, damaged hose couplings, and clogged tip connection. Defective torches shall not be used.

v. Torches shall be ignited by friction lighters or other approved devices only. Matches, flame lighters, or hot work shall not be used to ignite a torch.

vi. Oxygen and fuel-gas pressure regulators, including related gauges, shall be in proper working order and equipped with "Flashback" arresters attached to the gauges. NOTE: Flashback arresters are in addition to check valve devices.

vii. All oxygen cylinders and fittings shall be kept away from oil or grease. Cylinders, cylinder caps and valves, couplings, regulators, hose, and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands or gloves. Oxygen shall not be directed at oily surfaces or greasy clothes or used within a fuel oil or other storage tank or vessel.

viii. Torches and hoses shall be completely depressurized (bled) of pressurized gas, prior to storage, or at the end of each shift.

ix. Torches and hoses shall not be stored in enclosed areas (e.g., gang boxes, lockers) while connected to cylinders.

B. Arc Welding and Cutting Safety

i. Electrode holders which are designed for arc welding/cutting and are capable of safely handling the maximum rate current required shall be used.

ii. Any current-carrying parts passing through the holder which the arc welder or cutter grips in his/her hand, or the outer surfaces of the jaws of the holder, shall be fully insulated against the maximum voltage encountered to ground.

iii. All arc welding/cutting cables shall be completely insulated and flexible, capable of handling the maximum current requirements of the work.

iv. Only cables free from repair or splices for a minimum distance of ten (10) feet from the electrode holder shall be used. Cables with standard insulated connectors or a splice with insulating quality that is equal to that of the cable is permitted.

v. If it is necessary to splice lengths of cable, insulated connectors equivalent to that of the cable shall be used. If connections are made by cable lugs, they shall be securely fastened together and provide a good electrical contact. Exposed metal parts of the lugs shall be completely insulated.

vi. If electrode holders are left unattended, the electrodes shall be removed and the holder placed so that they cannot make electrical contact with employees or conducting objects.

vii. To avoid the possibility of electric shock, electrode holders shall not be dipped in water.

viii. When the arc welder or cutter leaves work, stops work for any length of time, or when the arc welding cutting machine is to be moved, the power supply to the equipment shall be turned off.

ix. Any faulty or defective equipment shall be reported to the supervisor and tagged out of service until repaired.

x. All arc welding/cutting operations shall be shielded by noncombustible or flameproof screens to protect employees and other persons working in the vicinity from the direct ray of the arc.

C. Storage and Handling of Compressed Gas Cylinders

i. Compressed gas cylinders shall be legibly marked with either the chemical or trade name of the gas. Such markings shall be stenciled, stamped, or labeled and shall not be easily removable.

ii. Compressed gas cylinders shall be equipped with approved connections.

iii. Oxygen cylinders shall not be stored near highly combustible/flammable materials, especially oil or grease.

iv. Oxygen cylinders in use or in storage shall be separated from fuel-gas cylinders by a non-combustible barrier at least 5 feet high and having a fire resistance rating of at least one-half hour. Oxygen cylinders in storage shall be separated from combustible materials (especially oil or grease) by a minimum distance of twenty feet.

v. All Oxygen cylinder carts shall have a non-combustible barrier at least 5 feet high and having a fire resistance rating of at least one-half hour.

vi. Cylinders shall be kept far enough away from the actual welding/cutting operation so that sparks, hot slag, or flames will not reach them.

vii. Where a special wrench is required to operate a cylinder valve, it shall be left in position on the stem of the valve while the cylinder is in use. In the case of manifolded or coupled cylinders, at least one such wrench shall be available for immediate use.

viii. Regulators shall be removed, valve caps in place, and valves closed when cylinders are transported by vehicles. All vehicles used to transport cylinders shall have a proper support rack installed.

ix. A suitable cylinder truck, chain, or other steadying device shall be used to prevent cylinders from being knocked over while in use or storage.

x. Cylinders shall not be placed where they may become part of an electric circuit. Tapping of an electrode against a cylinder to strike an arc shall be prohibited.

xi. Cylinders shall be used/stored in an upright secured position at all times.

D. Personal Protective Equipment

i. Selection and Use

a. Selection and use of personal protective equipment shall comply with federal, state and/or manufacturers requirements.

ii. Eye and Face Protection

a. Eye and face protection shall comply with the following:

1. Welding helmets and hand shields shall be used during all arc welding/cutting operations, excluding submerged arc welding. Cutting/welding goggles shall also be worn during arc welding/cutting operations. The goggles or glasses may be either clear or colored glass, depending upon the type of exposure in welding operations. Helpers or attendants shall wear proper eye protection.

2. Safety goggles or other approved eye/face protection are for use during gas welding operations on light work, torch brazing, or inspection. General safety glasses are prohibited.

3. All operators and attendants on resistance welding or brazing equipment shall use face shields or goggles, depending on the job.

iii. Protective Clothing

a. Hot work shall require the following protective clothing:

1. Except when engaged in light work, all welders shall wear flameproof gauntlet gloves.

2. Flameproof aprons made of leather, or other suitable material, may also be desirable for protection against radiated heat and sparks.

3. Woolen clothing shall be worn in preference to cotton because it is not so readily ignited. Nylon clothing is not permitted for welding/cutting operations. All outer clothing, such as jumpers or overalls, shall be reasonably free from oil or grease.

iv. Mechanical Ventilation

a. Mechanical ventilation shall consist of either general dilution systems or local exhaust systems. Local exhaust systems are preferred. Mechanical ventilation shall be used for all welding activities.

b. General mechanical ventilation shall be of sufficient capacity and so arranged as to produce the number of air changes necessary to maintain welding fume and smoke within safe limits.

c. General ventilation may not be used as the only means of control when toxic metals are involved in the operation.

d. Local exhaust ventilation shall consist of freely movable hoods intended to be placed by the welder or burner as close as practicable to the work. This system shall be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration of them in the breathing zone within safe limits.

e. Contaminated air exhausted from a working space shall be discharged into the open air or otherwise clear of the source of intake air. Environmental regulations may require filtering or other cleaning of exhausted air.

f. All makeup air shall be clean and suitable for breathing.

v. Fire Protection

a. When possible, objects to be welded, cut, or heated shall be moved to a designated safe location. If this is not possible, all movable fire hazards in the workspace shall be taken away to a safe place.

b. If the object to be welded, cut or heated cannot be moved and all fire hazards cannot be removed (e.g., equipment, walls, floors, etc.), positive means shall be taken to confine the heat, sparks, and slag to protect the immovable fire hazards as well as opposite sides.

c. No welding, cutting, or heating shall be done where the application of flammable paint, the presence of other flammable compounds, or heavy dust concentration create a possible hazard.

d. Wherever there are openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no sparks will drop through the floor. The same precautions shall be taken in the presence of cracks or holes in walls, open doorways, and open or broken windows.

e. Approved fire extinguishing equipment shall be present in the immediate work area.

vi. Fire Watch

a. A fire watch shall be maintained for at least 30 minutes or a predetermined time after completion of welding/cutting operations so that possible smoldering fire can be detected and extinguished.

b. Fire watchers shall have fire extinguishing equipment readily available and be trained in its use.

c. They shall be familiar with facilities and procedures in the event of a fire. They shall watch for fires in all exposed areas and attempt to extinguish them only when obviously within the capacity of the equipment available. The Fire Department shall be immediately notified of all fires.

d. Fire watchers shall be located in the immediate vicinity of the hazard.

vii. Welding/Cutting on Containers

a. No welding, cutting, or other hot work shall be performed on empty drums, barrels, tanks, or other containers until they have been thoroughly cleaned. (This is to ensure that there are no flammable materials present or any substances such as greases, tars, acids, or other materials which, when subjected to heat, might produce a hazard.) Any connection to the drum or vessel shall be disconnected or blanked off.

viii. Venting and Purging

a. All hollow spaces, vacancies, or containers shall be ventilated to remove gases before preheating, cutting, or welding. Purging with inert gas is recommended.

ix. Welding/Cutting in Confined Spaces

a. Welding/cutting in confined spaces such as, but not limited to, a tank, boiler, pressure vessel, or small compartment shall require the following precautionary measures:

b. Local exhaust ventilation shall be provided, unless supplied-air respirators are worn by workers.

c. Gas cylinders and/or welding machines shall be placed outside the confined space.

d. Refer to Confined Space section of this manual

x. Manifolding of Cylinders

a. Cylinder manifolds shall be installed under the supervision of an experienced person(s) and must comply with proper practices in construction and use.

b. All manifolds and parts shall be appropriate for the gases for which they are approved.

c. When acetylene cylinders are manifolded, approved flashback arresters shall be installed between each cylinder and the coupler block. One flash arrestor installed between the coupler block and regulator is acceptable only for outdoor use or if the number of cylinders coupled does not exceed three.

d. Each cylinder lead shall be provided with a backflow check valve.

7. ATTACHMENTS

Hot Work Permit Procedures

Hot Work Permit

SUBCONTRACTOR COMPETENT PERSONS FORM

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

DEFINITION

A Competent Person a person having the ability to recognize existing and predictable hazards and having the authority to correct them.

RESPONSIBILITY

The designated subcontractor competent person is responsible for recognizing and correcting safety risks/ hazards. This person has the authority to stop work in a potential safety concern on the jobsite.

- ☐ Asbestos
- ☐ Demolition
- ☐ Lead
- ☐ Cranes
- ☐ Rigging
- ☐ Fall protection
- ☐ Ladders
- ☐ Scaffolding
- ☐ Concrete/masonry
- ☐ Silica
- ☐ Electrical
- ☐ Steel Erection
- ☐ Excavations
- ☐ First Aid/CPR
- ☐ Welding/fire watch
- ☐ Material/Personnel Hoists
- ☐ Confined Space
- ☐ _____

CONTRACTOR ACKNOWLEDGEMENT

_____ representing, _____
Manager *Contractor*

have designated _____ to be the competent person in the areas indicated above.
Competent Person

I acknowledge that this competent person has been thoroughly trained and experienced in hazard recognition and has the authority to stop work and correct hazards in the event of a safety or compliance issue.

_____ _____
Manager Signature Date

COMPETENT PERSON ACKNOWLEDGEMENT

I _____ representing _____
Competent Person *Contractor*

acknowledge I have been trained to perform as a competent person in the areas designated above. I also understand that I have the responsibility and authority to correct hazards and to stop work in the event of a safety or compliance issue.

_____ _____
Competent Person Signature Date

SUBCONTRACTOR COMPETENT PERSONS FORM

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

RIGGING

Name	Contact Number

SILICA

Name	Contact Number

LADDER

Name	Contact Number

EXCAVATIONS

Name	Contact Number

SUBCONTRACTOR COMPETENT PERSONS FORM

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

FIRST AID / CPR

Name	Contact Number

DEMOLITION

Name	Contact Number

WELDING

Name	Contact Number

AERIAL LIFT PRE-USE INSPECTION CHECKLIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

THIS INSPECTION IS TO BE PERFORMED DAILY BY A COMPETENT PERSON FOR ALL AERIAL LIFT WORK.

If the lift is found to fail any aspect of the inspection, remove from service and report it to your supervisor.

Person Performing Inspection: _____ Date: _____

Operator: _____

Make and Model of Lift: _____

NUMBER	INSPECTION ITEM / DESCRIPTION	PASS	FAIL	NA
1	Perform a visual inspection of all aerial lift components, missing parts, torn or loose hoses, hydraulic fluid leaks, and replace as necessary.	○	○	○
2	Check to see if all oil, hydraulic, fuel and coolant are all at proper fluid levels.	○	○	○
3	Check the wheels tires for damage. Check the wheel lugs for tightness.	○	○	○
4	Check the hoses and cables for worn areas or chafing. Replace if necessary.	○	○	○
5	Check for cracked welds.	○	○	○
6	Check for platform rails and safety gage for damage.	○	○	○
7	Check for bent or broken structural members.	○	○	○
8	Check for pivot pins for security.	○	○	○
9	Check all warning and instructional labels are legible and secure.	○	○	○
10	Inspect the platform control. Ensure the load capacity is clearly marked.	○	○	○
11	Checked for slippery conditions on the platform.	○	○	○
12	Check the hydraulic system pressure. (See manufacturer's specifications.) If the pressure is low, determine the reason and repair in accordance with accepted procedures as outlined in the service manual.	○	○	○
13	Check the base controls for proper operation. Check switches for proper operation.	○	○	○
14	Check the platform controls for proper operation. Check all switches and push buttons, as well as ensuring that the drive controller returns to neutral.	○	○	○
15	Ensure that the horn, gauges, lights, and back-up alarms are in working order.	○	○	○

AERIAL LIFT PRE-USE INSPECTION CHECKLIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

WORKPLACE INSPECTION

CHECK TO CONFIRM	
☐	Clear of any drop-offs or holes?
☐	Clear of any debris, bumps, and floor/ground obstructions?
☐	Clear of overhead obstructions?
☐	Clear of energized power lines?
☐	Clear of pedestrian and vehicle traffic?
☐	Clear of any possible wind and weather conditions?
☐	Clear of any other hazardous locations?

COMMENTS:

CONFINED SPACE PRE ENTRY CHECKLIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

Location: Job #:

PERMIT REQUIRED CONFINED SPACE	YES	NO
1) Is there a potential or actual hazardous atmosphere?	○	○
If yes, explain -		
2) Is there a potential for engulfment or entrapment?	○	○
3) Is the internal configuration such that an entrant may be trapped or asphyxiated?	○	○
4) Does the space contain any other safety of health hazard? Mechanical, electrical, thermal, etc.	○	○
If yes, explain -		
If the only hazard present is A, would continuous forced air ventilation be sufficient to maintain the confined space safe for entry? Documented?	○	○

Acceptable Conditions			
	Time	Time	Time
Oxygen 19.5% to 23%	Oxygen %	Oxygen %	Oxygen %
	Explosive %	Explosive %	Explosive %
<10%LEL/LFL	Toxic %	Toxic %	Toxic %
Carbon Monoxide 0-35 ppm	H2S	H2S	H2S
Hydrogen Sulfide 0-20ppm	Testers Name	Signature	

If the atmospheric acceptable conditions listed above cannot be met, **do not enter the confined space**.

ATMOSPHERE SHALL BE MONITORED CONTINUOUSLY WHEN ENTRANTS ARE IN CONFINED SPACE.

Document pre-entry meeting on the next page of this form.

Supervisor Signature

CONFINED SPACE PRE-ENTRY CHECKLIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

PRE ENTRY MEETING SIGN IN SHEET

ALL EMPLOYEES MUST BE A PART OF THE MEETING

Sign in (legibly) whether working inside of outside of the confined space

NAME	SIGNATURE

DAILY FORKLIFT INSPECTION LIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

THIS INSPECTION IS TO BE PERFORMED DAILY BY A COMPETENT PERSON FOR ALL FORKLIFT WORK.

If the forklift is found to fail any aspect of the inspection, remove from service and report it to your supervisor.

Person Performing Inspection: _____ Date: _____

Operator: _____

Make and Model of Forklift: _____

NUMBER	INSPECTION ITEM / DESCRIPTION	PASS	FAIL	NA
	Engine Off Checks			
1	Leaks – Hydraulic Oil, Battery	○	○	○
2	Tires – Condition and Pressure	○	○	○
3	Forks, Top Clip Retaining Pin and Heel -- Condition	○	○	○
4	Load Backrest Extension – Attached	○	○	○
5	Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually	○	○	○
6	Finger Guards – Attached	○	○	○
7	Overhead Guard ROPS– Attached	○	○	○
8	Safety Warnings –Legible	○	○	○
9	Hydraulic Fluid Level – Dipstick	○	○	○
10	Transmission Fluid Level – Dipstick	○	○	○
11	Operator's Manual in Container	○	○	○
12	Capacity Plate Legible– Information Matches Model, Serial Number and Attachments	○	○	○
13	Seat Belt – Functioning Smoothly	○	○	○
14	Brake Fluid – Check level	○	○	○

DAILY FORKLIFT INSPECTION LIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

NUMBER	INSPECTION ITEM / DESCRIPTION	PASS	FAIL	NA
	Motor On Checks ***Unusual Noises Must Be Investigated Immediately***			
1	Accelerator – Functioning Smoothly	○	○	○
2	Parking Brake – Functioning Smoothly	○	○	○
3	Service Brake – Functioning Smoothly	○	○	○
4	Steering Operation – Functioning Smoothly	○	○	○
5	Drive Control – Forward/Reverse – Functioning Smoothly	○	○	○
6	Tilt Control – Forward and Back – Functioning Smoothly	○	○	○
7	Hoist and Lowering Control – Functioning Smoothly	○	○	○
8	Attachment Control – Operation	○	○	○
9	Horn – Functioning	○	○	○
10	Lights & Alarms (where present) – Functioning	○	○	○
11	Hour Meter – Functioning	○	○	○
12	Instrument Monitors – Functioning	○	○	○
13	Operator has been trained *Training submitted to SBI or operator carries proof of training.*	○	○	○

EXCAVATION CHECKLIST AND SOIL ASSESSMENT

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

Site

Date

Competent Person

811 Ticket Number

Excavation Depth and Width

Excavation Activities

Soil Type

If Not C, How Was The Classification Determined?

Type of Protection System Used (Slope, Bench, Trench Box, Shield)

	DATE				
Spoils, material and equipment set back at least 2′					
Ladder or ramp access every 25′					
Surface encumbrances braced or removed					
Employees prohibited from working under loads and equipment.					
Barriers provided at excavations not readily seen Fall Protection provided if greater than 6′					
UTILITIES					
Photograph Markings					
Hand dig 18″ on each side of markings, no mechanized equipment					
Underground utilities protected, supported or removed when excavation is open.					
HAZARDOUS ATMOSPHERE					
Atmosphere within excavation tested where there is reasonable possibility of oxygen deficiency.					
SUPPORT SYSTEMS					
Tabulated Data readily available System 18″ above surrounding area above is sloped					
System installed no more than 2′ from bottom of excavation.					

GENERAL CLAIM FORM

ALL 3RD PARTY INCIDENTS/BUILDERS RISK

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

GENERAL INFORMATION

Jobsite Name

Jobsite Address

Site Contact(s) Name

Phone Number

Date of Occurrence

Time of Occurrence

Today's Date

Type of Loss: ☐ Damage ☐ Fire ☐ Theft ☐ Vandalism ☐ Other

Specific Location on Site

Police Contacted? ☐ Yes ☐ No

Police Report Number

Describe Property Damage/Loss

Estimated Loss

Owner's Name

Owner's Address

Owner's Contract Information

Injury ☐ Yes ☐ No

Injured Person's Name

Injured Person's Age

Injured Person's Number

Injured Person's Address

Second Injured Person's Name

Injured Person's Age

Injured Person's Number

Injured Person's Address

GENERAL CLAIM FORM ALL 3RD PARTY INCIDENTS/BUILDERS RISK

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

Description of Occurrence

Describe Injury

Was First Aid Administered? ☐ Yes ☐ No

Person Administering First Aid

Did Injured Seek Medical? ☐ Yes ☐ No

Treating Medical Provider/Clinic

Description of Incident

Did Witness Complete a Witness Statement Form? ☐ Yes ☐ No

Witness One Name

Witness One Address

Witness One Number

Did Witness Complete a Witness Statement Form? ☐ Yes ☐ No

Witness Two Name

Witness Two Address

Witness Two Number

Form Completed By

Signature

PLEASE RETURN THIS FORM TO THE SBI SAFETY COORDINATOR WITHIN 24 HOUR OF INCIDENT

HOT WORK PERMIT

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

ALL TEMPORARY OPERATIONS, OUTSIDE OF A DESIGNATED FIRE SAFE AREA INVOLVING OPEN FLAMES OR PRODUCING HEAT AND/OR SPARKS REQUIRE A HOT WORK PERMIT.

This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing, and welding.

INSTRUCTIONS FOR PERMIT AUTHORIZED INDIVIDUAL (PAL)

1) Subcontractor performing work is to fill out form and present form to SBI management.

2) Once signed by all parties SBI will make a copy.

3) Subcontractor shall keep their copy available upon request during hot work.

Date _____ Job _____

Location/Building Floor (Be Specific)

Description of Work to be performed

Name of person doing hot work

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and permission is authorized for the work

Signed _____
SBI Management

Signed _____
Person doing hot work

Signed _____
Fire Watch

Time started

Date _____ Time _____

Permit expires

Date _____ Time _____

HOT WORK CHECKLIST

- ❑ Hot Work equipment in good condition (e.g., power source, welding leads, torches, etc)
- ❑ Multi- Purpose Fire Extinguisher and/or water pump can
- ❑ Requirements Within 35 Feet of Work
- ❑ Dust, lint, debris, flammable liquids and oily deposits removed.
- ❑ Explosive atmosphere in area eliminated
- ❑ Combustible floors (e.g., wood, tile, carpeting) wet down, covered with damp sand or fire blankets, guards, or metal shields
- ❑ All wall and floor openings covered.
- ❑ Walkways protected beneath hot work
- ❑ Protect or shut down ducts and conveyors that might carry sparks to distant combustibles
- ❑ Work on Walls or Ceiling
- ❑ Combustibles moved away from other side of wall
- ❑ Work in Confined Spaces
- ❑ Confined space cleaned of all combustibles (e.g., grease, oil, flammable vapors).
- ❑ Containers purged of flammable liquids/vapors
- ❑ Company confined space guidelines followed

FIRE WATCH/HOT WORK AREA MONITORING

- ❑ Fire watch will be provided during and after work, including any coffee or lunch breaks:
  ❑ 30 Minutes ❑ 60 Minutes ❑ Other
- ❑ Fire watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers located throughout work area.
- ❑ Fire watch is trained in use of this equipment and familiar with location of sounding alarm
- ❑ Fire watch is required for opposite side of walls, above, and below floors and ceilings.

OTHER PRECAUTIONS TAKEN

LADDER PERMIT

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

All work from ladders with a working level greater than 12′ requires permission from the Safety Coordinator or General Superintendent.
After the work is approved the site Southway Superintendent will hold a meeting with the subcontractor to discuss the work and safety requirements.

A daily ladder inspection in Procore will be required.

Form completed by

Date

Contractor

Date Range

On-site competent person

Contact

Describe the work that will be performed using ladders:

Why is it necessary to use ladders instead of lifts, scaffolding, or portable stairs?

Where will the ladders be used?

Type of ladder

Working level height

Permit Authorized by

Date

LADDER PERMIT

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

NUMBER	LADDER PLACEMENT	PASS	FAIL	NA
1	Ladder level, stable, and on solid ground	○	○	○
2	3′ radius cleared around the base of ladder	○	○	○
3	Stepladder is fully open and locked	○	○	○
4	Extension ladder extends 36″ above edge and properly secured	○	○	○
5	Extension ladder placed at 4:1 ratio	○	○	○
6	Tool rope used for pulling up tools and materials	○	○	○
7	Placemat will not expose worker to mobile equipment.	○	○	○

NUMBER	LADDER INSPECTION	PASS	FAIL	NA
1	Ladder inspected by competent person	○	○	○
2	No broken, bent, or missing steps, rungs, or rails	○	○	○
3	Floor, steps, and rungs free of water, oil, ice, or other slippery surface	○	○	○
4	No sharp edges, cuts, or burns	○	○	○
5	Spreaders and locks are functional and in good condition	○	○	○
6	Nonslip bases and/or safety feet in good condition	○	○	○
7	Damaged ladders tagged and removed from service	○	○	○
8	Manufacturers stickers on ladder including capacity	○	○	○

PERMIT REQUIRED CONFINED SPACE

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

COMPLETE ALL SECTIONS OF THIS FORM

Confined space identification number: Entry date:

Site location and description:

Purpose of Entry:

Expected Duration *cannot exceed one 8 hour shift* Authorized duration

Person in charge of work Entry Supervisor

Authorized entrant(s)

Attendant(s)

PREPARATIONS AND EQUIPMENT

	N/A	Yes	Initals		N/A	Yes	Initals
Lockout/tagout	○	○		G.F.C.I. Equipment	○	○	
Lines broken-capped-blanked	○	○		Non-sparking tools	○	○	
Purge-Flush and Vent	○	○		Fire Extinguisher	○	○	
Ventilation	○	○		Protective clothing	○	○	
Secure Area (post and flag)	○	○		Lifeline	○	○	
Hot Work Permit	○	○		Full-body harness	○	○	
Respiratory Protection	○	○		Tripod/Rescue Equipment	○	○	
Air Monitor	○	○		Fall Protection	○	○	
Explosion-proof lighting	○	○		Communication Equipment	○	○	

PERMIT REQUIRED CONFINED SPACE

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

ATMOSPHERE MONITORING

		Time	Reading	Time	Reading	Time	Reading
Test(s) to be taken	**Acceptable Range**						
Percent of Oxygen (O_2)	**19.5% to 23.5%**						
Lower Explosive Limit (LEL)	**Below 10%**						
Carbon Monoxide (CO)	**Below 35 ppm**						
Hydrogen Sulfide (H_2S)	**Below 10 ppm**						

Instrument Used:

Remark on the overall condition of the confined space:

REQUIRED PRE ENTRY HAZARD ELIMINATION MEASURES TAKEN

	YES	N/A
All slip and trip hazards eliminated	○	○
Atmospheric testing *(oxygen, flammable vapors/gases and toxic concentrations)* conducted and documented above	○	○
Access opening obstruction hazards eliminated	○	○
Sharp edges removed or guarded	○	○
Physical barriers or barricades installed	○	○
Forced ventilation can eliminate atmospheric hazards	○	○
Contents of the space removed	○	○
Chemical, utility, and outlets lines isolated	○	○
Lockout/tagout, and tryout procedures implemented	○	○

PERMIT ENTRY AUTHOIZATION

I certify that all exiting hazards have been eliminated and all above conditions have been satisfied

Print name and title

Phone Number

Entry Supervisor or Qualified Person Signature

SCISSOR LIFT PRE-USE INSPECTION CHECKLIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

THIS INSPECTION IS TO BE PERFORMED DAILY BY A COMPETENT PERSON PRIOR TO USE OF SCISSOR LIFT.

If the scissor lift is found to fail any aspect of the inspection, remove from service and report it to your supervisor.

Person Performing Inspection: _____ Date: _____

Operator: _____

Make and Model of Forklift: _____

NUMBER	INSPECTION ITEM / DESCRIPTION	PASS	FAIL	NA
1	Operating and emergency controls are in proper working condition	○	○	○
2	Functional upper drive control interlocks (foot petal, spring lock, etc)	○	○	○
3	Emergency lowering function operates properly	○	○	○
4	Lower operating controls successfully override the upper controls	○	○	○
5	Both upper and lower controls are protected from inadvertent operation	○	○	○
6	Control panel is clean. All buttons and switches are clearly visible	○	○	○
7	All switch and mechanical guards are properly installed and in good condition	○	○	○
8	All safety indicator lights are in proper working condition	○	○	○
9	Drive controls function properly and are accurately labeled	○	○	○
10	Motion alarms are functioning	○	○	○
11	Safety decals are in place and readable	○	○	○
12	All guard rails are in place, including basket chains	○	○	○
13	Work platform extension slides in and out freely without safety locking pins in place	○	○	○
14	Work platform and extension slides are clean, dry, and clear of debris	○	○	○
15	Lift is free from defects such as cracked welds, fuel leaks, hydraulic leaks, etc.	○	○	○
16	Tires and wheels are in good condition with adequate pressure if pneumatic	○	○	○
17	Braking devices are operating properly	○	○	○
18	Manufacturer's operating manual is available	○	○	○
19	Oil level, hydraulic oil level, fuel level, coolant level	○	○	○
20	Battery is charged	○	○	○

SCISSOR LIFT PRE-USE INSPECTION CHECKLIST

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

SAFETY PRECAUTIONS

CHECK TO CONFIRM	
☐	Personal protective equipment is in use (hardhat, fall arrest harness, etc)
☐	If conditions are windy, refer to the manufacturer guidelines
☐	Floor conditions are safe for operation (dry, level, free from hazards, capable of load
☐	There are no overhead obstructions. No electrical lines.
☐	Loads do not exceed capacity
☐	Watch for vehicular and pedestrian traffic.

COMMENTS:

WET WORK PERMIT

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

Project Name

Permit Number

INSTRUCTIONS

SUBCONTRACTOR-

1. Complete Permit Information, subcontractor approvals, and precaution and safe guard checklist.
2. Submit the form to the GC/CM for approval.
3. After approval, post Wet Work Permit at location of work being performed.
4. When work is complete, verify Final Inspections and obtain GC/CM final approval.

PERMIT INFORMATION

Location/Building/Floor

Description of Work to Be Done

Description of Monitoring Practices:

APPROVALS

SUBCONTRACTOR APPROVALS

Worker Name (print) Date

Worker Signature

Worker and Water Watch has Been Briefed on Precautions and Emergency Procedures? ☐ Yes ☐ No

GC/CM APPROVALS

GC/CM Signature

I have verified that the above location has been inspected and the required precautions and safeguards have been taken. Permission is authorized only for the above work.

Date Permit Expires Time

Date Work Started Time

Date Work Completed Time

PRIOR TO THE START OF WORK

- ☐ Do you have a copy of the GC/CMs written plan detailing what to do in the even of a leak or water damage?
- ☐ Do you know the locations of the valves and are they accessible?
- ☐ Are valves placarded or tagged for easy identification?
- ☐ Are there pipe diagrams easily accessible as the location of work being performed under this permit?
- ☐ Has the piping been drained prior to the start of any wet work?
- ☐ Is a lockout/tagout procedure required for the work being performed under this permit?
  (Please attach a copy to this permit if required)
- ☐ Is there a spill response cart available at the work area?
- ☐ If no spill response cart is available, is one required for the work being performed under this permit?
- ☐ Have floor openings or cracks through which a leaking fluid may pass and damage areas below been protected?
- ☐ Is electrical and other sensitive equipment protected from potential water damage?
- ☐ Confirm all drains (floor and sink) in the area of the work being performed under this permit are functional and clean.
- ☐ If work being performed under this permit is on the roof, are the temporary or permanent roof drains/scuppers connected, free of debris, and functioning properly?

WORKDAY END OR COMPLETION OF WORK

- ☐ Confirm all countertops with automatic sensored faucets are free of all debris, materials, and tools
- ☐ Has the hose bibb been shut off and all hoses drained at the end of each work day?
- ☐ Check that nothing is leaking before leaving area at any time during the work day and at the end of each day.
- ☐ Will the system be drained after testing?

WITNESS STATEMENT FORM

Southway Builders, Inc.
1318 East Fort Avenue Baltimore, MD 21230 | 410-332-4134 | southwaybuilders.com

SOUTHWAY
BUILT WITH INTEGRITY

Witness Name

Date of Incident

Address

City

State

Telephone Number

Work Number

Other Number

Occupation

Relationship

Age

STATEMENT

The information I have provided in this report is true and correct to the best of my knowledge.

The information report contains everything I can recall.

Witness Signature

Date