



Construction Safety Requirements

Project: _____

Address: _____

Contractor: _____

Contractor's Safety Programs and Site Requirements The following are general construction site Environmental, Safety, and Health requirements that the Contractors and all tiers of Subcontractors shall comply with.

The signature of the Contractor's Project Superintendent, Project Manager and Safety Representative shall be required attesting that they have read, understand, and will abide by these site requirements and any additional safety requirements of this project as may be required.

Site Safety is Your Company's Responsibility Each Contractor and all tiers of Subcontractors shall comply with the most stringent requirements established in OSHA /CAL-OSHA, Flintco/Oakridge policies, all applicable State and Federal Laws, local ordinances, rules, and regulations bearing on the safety of persons and property. Each Contractor is completely responsible for compliance of all their Subcontractors Environmental, Safety, and Health requirements.

Each Contractor's Project Superintendent has full and complete responsibility for the safety and health of their employees and the employees of all tiers of Subcontractors. In no case will the presence of a Safety Representative relieve the Superintendents of the responsibility

Safety Programs Each contractor shall have a written Environmental, Safety, and Health Loss Prevention Plan that includes a written Hazard Communication/Employee Right-to-Know Program which conforms to the requirements addressed in OSHA /CAL-OSHA on the job site.

Each Contractor's Environmental, Safety, and Health Loss Prevention Plan shall be the governing document that all tiers of Subcontractors shall comply with.

- Each contractor shall file a copy of their program in their safety file located in the Flintco/Oakridge construction office prior to beginning work on the project. A copy of the program shall be maintained on site and available for employee review.
- **Each tier of Subcontractor shall be provided with a copy of the Contractor's Environmental, Safety, and Health Loss Prevention Plan. The Contractor's Hazard Communication Program shall be tailored to reflect the specific exposures encountered on the job-site by their employees and the employees of all tiers of Subcontractors.**

Job Hazard Analysis

Prior to the start of any construction activity, a Job Hazard Analysis (see exhibit) shall be completed. The Job Hazard Analysis shall identify at a minimum:

- The work steps involved with each specific construction work activity.
- Potential and existing hazards with the work activity.
- Controls to eliminate or effectively control the hazard.

Employees shall be given specific training to the Hazard Analysis. The training shall be documented and maintained on file.

Each contractor will hold a pre-work meeting prior to the start of work on a daily basis. This meeting shall consist of identifying the tasks/hazards/and controls for the work being performed that day.

Record Keeping and Files

The following required documentation shall be in the Contractor's Safety Files, located in the Flintco/Oakridge Construction office. Representatives of Flintco/Oakridge will review the written Safety and Health Loss Prevention Plan which includes a Job Hazard Communication/ Employee Right-to-Know Program as well as the following documents:

- Material Safety Data Sheets, site specific, conforming to the Contractor's Hazard Communication Program.
- Job-site weekly safety meeting reports, including lesson plans which detail training.
- Accident investigations, including accident reports, witness statements, employee statement, and pictures of the accident scene.
- Daily job-site safety inspections, including documented closure of identified deficiencies.
- Job Hazard analysis, along with documented training records of each hazard analysis.
- Equipment inspection records.
- Employee orientation training

**Safety
Representatives**

Contractors shall designate a safety representative to oversee the contractor's environmental, safety and health activities and to perform the duties outlined under safety representative responsibilities. The safety representative will be credentialed as outlined in the section titled (Safety Representative Credentials) of this section. If the safety representative is unable to perform the safety duties to the satisfaction of Flintco/Oakridge Builders, the contractor will replace the safety representative with a full time safety representative who will have no other duties other than those outlined under safety representative responsibilities of this section.

The safety representative shall be present on site during all contractor work activities. If overtime, weekend or double shift work occurs the contractor shall provide a written plan outlining how the contractor will meet the safety requirements as outlined above. The contractor shall indentify an alternate safety representative in the event the primary safety representative is absent from the project.

**Safety
Representative
Credentials**

Each contractor must have a designated safety representative that meets both of the following requirements:

- Minimum of two years experience in the work scope that the Safety Representative will be overseeing (i.e. excavation, electrical or masonry etc.) This means, for example in fire protection, installing sprinkler pipe, sprinkler heads, risers, valves, etc. – actual construction work. Office manager type work, site administrative type work or other non-direct construction work does not meet the experience requirement.
- Documentation of completion of the “OSHA 10 hour or /CAL-OSHA 8 equivalent Outreach Training” course for the construction industry.

A copy of the Safety Representative's credentials must be maintained on file in each contractor's safety file.

**Safety
Representative
Responsibilities**

Each contractor's Safety Representative, Project Manager and Superintendent shall attend a Pre-Construction meeting with Flintco/Oakridge prior to that contractor's scope of work beginning on the project.

The Flintco/Oakridge Safety Coordinator will schedule and chair a monthly Safety Committee Meeting. Each contractor's safety representative is required to attend the monthly Safety Committee Meeting.

Each Safety Representative shall conduct daily documented site inspections of their assigned on-going activities. This daily responsibility shall be focused on the Safety Representative's own employee activities.

Each Safety Representative will maintain the required Job Hazard Analysis documentation in all areas where that contractor's employees are performing

work.

Each contractor's "recordkeeping and files" as outlined in the above subsection shall be accurately maintained by each contractor's onsite Safety Representative.

Each contractor's safety representative will conduct Safety Orientation for their employees prior to the employee's start of work and access to the jobsite.

Safety Orientation will consist of the review of section 13-006 through 13-0013 and submission of a signed copy of form. **(Form – Participant Acknowledgement – attached to policy)**

Accident Investigations & Incident "Near Miss" Investigations

All injuries shall be reported by each Contractor's Safety Representative to Flintco/Oakridge immediately. The Contractor shall complete and submit a project Subcontractor Accident Form for any injury or "near miss", no matter how minor for their company's employees and the employees of their Subcontractors. **A WRITTEN ACCIDENT REPORT SHALL BE COMPLETED WITHIN 24 HOURS OF THE ACCIDENT** and forwarded to Flintco/Oakridge. The following information shall be included with the accident report:

- First report of injury (from applicable state). If it is a subcontractor injury, a management person(s) from the subcontractor needs to sign this form.
- Subcontractor Accident Form
- Employee statement explaining accident.
- Witness statement explaining what they saw or their involvement.
- Pictures of the accident scene.

Whenever an accident or "near miss" occurs, the contractor shall review the specific Job Hazard Analysis and update it accordingly.

Accident investigations and incident near miss investigations will be discussed by the Safety Committee to determine if the accidents are considered preventable and who is considered the responsible party. The Safety Representative of the respective company shall explain in person why the accident occurred, before the Safety Committee. This explanation shall take place at the closest meeting after the accident.

Safety Meetings

Each contractor and all tiers of Subcontractors shall conduct weekly safety meetings on the job-site. Attendees and minutes of the weekly safety meetings are to be documented. This document must be kept in the Contractor's Safety File. Records shall be maintained in such a manner to distinguish each Subcontractor and their employees from the Contractor and other Subcontractors

Job-Site Inspections

Each Contractor and all tiers of Subcontractors shall conduct and document daily job-site inspections. While these inspections may conform to the requirements of each Contractor's Safety Program, they are subject to safety standards established for the job.

- Inspection follow-up shall be performed by each Contractor to ensure corrective measures have been accomplished. Documentation of corrective measures with specific actions shall

be provided in the Contractor's safety files.

- Each Contractor shall correct all safety and health-related deficiencies during the same working shift in which they were identified.

Competent Person Requirements

Each Contractor shall provide a matrix outlining employee(s) designated as a competent person(s). The qualifications for competent persons are identified in the various Subparts of OSHA /CAL-OSHA . NOTE: Certain subparts of OSHA/CAL-OSHA have interpretations as to the qualifications and training required to be designated as a competent person (i.e. Subpart P-Excavations; Subpart L-Scaffolding; etc.)

Credentials of each individual(s) identified in this matrix shall be attached (i.e. training certificates, resumes outlining years of experience, competent person cards, etc.)

Prior to any work activity beginning in which OSHA/CAL-OSHA requires a competent person, each Contractor shall identify an individual(s) on the matrix and provide it to Flintco/Oakridge.

Site Requirements

1. Project drug and substance abuse policy.
 - The use, possession, sale, transfer, acceptance, or purchase of illegal drugs at any time is strictly prohibited. The use, possession of an open container, personal sale, transfer, or acceptance of alcohol on the property or while performing business on a Flintco/Oakridge jobsite is strictly prohibited. Any violation of this policy will be grounds for immediate termination and may result in a report to the appropriate law enforcement authorities.
 - No prescription drug shall be used by any person, other than to whom it was prescribed. Such substances or non-prescription (over the counter) must be used only as prescribed or indicated.

A drug-free" workplace plan shall be established which describes the contractor's commitment to achieving a drug-free workplace as outlined above. Prior to beginning any work activities on site, each contractor shall provide a copy of their "drug-free" plan.

2. **New employees shall be given safety orientation education and awareness training** by their supervisors and/or the Safety Representatives before they start work. This orientation shall apply to general instructions regarding safety rules of the project. A signed employee acknowledgement of such training will be maintained in the contractor's safety files. The Contractor shall conduct all orientations for their lower-tier Subcontractors. See attached Orientation Acknowledgement.
3. **Workers shall report unsafe conditions** to their supervisors immediately. No worker shall be required or knowingly be permitted to work in an unsafe place, unless for the purpose of correcting the hazard and then only after all safety precautions have been implemented.

4. It is each employee's responsibility when entering different project work areas to find out what safety precautions are required. **Stay alert!**
5. No one shall knowingly be permitted to work while their ability or alertness is so impaired by fatigue, illness, or other cause that they may expose the individual or others to injury.

**Site Requirements
Con't.**

6. Notification Protocol on Flintco/Oakridge Construction Projects.

The following circumstances shall require immediate notification to Flintco Project Representatives:

- OSHA/CAL-OSHA Compliance Officer comes to the job-site for an inspection.
 - Letter of inquiry from OSHA/CAL-OSHA Officer.
 - Near Miss incident
 - Property damage
 - Any employee injury (first aid, recordable, or lost time)
 - Any situation which requires emergency response to the construction project.
 - Any situation which requires emergency rescue from the construction project.
7. ANSI certified high visibility/reflective clothing shall be worn on the construction site. Shirts with sleeves (at least t-shirt length) and full-length pants shall be required. No Shorts, No Tennis Shoes, and No Tank Tops. Proper Leather Hard Soled Boots, and appropriate safety equipment shall be worn at all times.
 8. All employees on site shall wear hard hats that meet the requirements of ANSI Z89.1-1997 at all times outside the area designated as Trailer Row. Hard hats shall be worn in such a manner that the hat brim is positioned in front at all times. This policy includes truck drivers and delivery personnel.
 - 8.a Exceptions
 1. Where allowed by manufacturer to reverse the suspension system.
 2. To accommodate face shields.
 9. Safety Glasses with side shields which meet ANSI Z87.1-1989 (this includes prescription eye glasses with side shields) shall be worn by **all** personnel at all times outside the area designated as Trailer Row. Using approved safety glasses that fit over prescription glasses will be acceptable. Flimsy plastic side shields shall not be allowed.
 10. Anytime powder actuated tools, electric or air-operated grinding tools, electric or air-operated impact tools, chop saws, masonry saws, chain saws, drilling tools going into overhead concrete, etc. are operated, double eye and face protection, (i.e., safety glasses/goggles plus a face shield) shall be worn.
 11. Taglines shall be used on all suspended loads to stabilize the load. Employees shall not use their hands to stabilize the load. All taglines shall be of a continuous length, which are free of knots or other items.

**Site Requirements
Con't.**

**Site Requirements
Con't.**

12. Posted speed limit shall be adhered to at all times. **10 mph** will be the site speed limit unless otherwise posted
13. Seatbelts shall be worn at all times in vehicles including heavy equipment. All heavy equipment shall have rollover protection and seatbelts.
14. All vehicles on the construction site including the heavy equipment shall have a fire extinguisher in an accessible location.
15. No one shall ride in a vehicle or mobile equipment unless they are on a seat. Exceptions: Scissors and Boom Lifts. Riding in the back of pick-ups shall not be allowed.
16. Only "ABC" fire extinguishers are allowed on the construction site. All equipment inside any building shall have an "ABC" rated fire extinguishers mounted in an accessible location. Outside the buildings, gas-powered equipment, and diesel-powered equipment shall have an "ABC" rated fire extinguisher mounted in an accessible location. Other types of equipment shall have a fire extinguisher as mandated by OSHA/CAL-OSHA.
17. All equipment including: cranes, forklifts, skid steer loaders etc. shall have a reverse signal/back-up alarm audible above surrounding back ground noise.
18. The following requirements shall be followed for all cranes entering the construction areas:
 - 29CFR 1926.1400 – Crane and Derrick Standard.
 - All cranes operating on the job-site shall be equipped with a functioning "Anti-Two Block" device and a functioning load moment indicator.
 - The operator shall know the weight of every suspended load, regardless of the size.
 - Stable cribbing shall be used for all lifts with outriggers. Outriggers will be fully extended.
 - All crane operators shall be qualified prior to operating any crane on the job-site. When required by law a copy of the operators license shall be presented to Flintco/Oakridge project manager.
 - An up-to-date resume detailing the operator's qualifications (i.e., years of experience, previous jobs worked, etc.) shall be maintained in the Contractor's safety files.
 - Before any operator is allowed to operate a crane on the construction site, the Contractor shall have the operator perform a functional operation appraisal to ensure the operator is qualified. This shall be documented and on file in the Contractor's safety files, including annual inspection.
 - Prior to any lift, all contractors shall provide a lift plan.
19. Excavation work shall be performed in accordance with OSHA/CAL-OSHA .
 - All soil shall be treated at Class C soil. Soils may be reclassified by a professional engineer. The reclassification must be

- documented and must be specific to a certain work area.
 - Flagging and/or suitable warning devices will be required around all trench and excavation work at least three (3) feet (this distance can be exceeded if site specific requires) from the edge of the excavation.
 - Spoil piles shall be put at least two (2) feet back from the edge of the excavation.
 - A safe means of access and egress shall be provided from excavations regardless of their depth at intervals that provide no more than 25 feet of lateral travel.
 - A competent person shall be present anytime excavation work is performed.
20. Persons working in any aerial boom-type lifts shall be tied off, at all times, to a platform tie-off point or a similar safety device securely attached to the structure of the lift.
- The platform tie-off point or similar safety device shall be capable of supporting 5000 lbs. per employee attached to it.
 - After the working height has been obtained, shut off all lift motors until ready to relocate.
 - Fire extinguishers shall be installed in an accessible location in the aerial lift basket.
 - Housekeeping shall be done continuously, employees shall not be allowed to work in lifts cluttered and disorganized.
 - All aerial lifts shall have a unique identification number and the Contractor name posted in a visible location.
 - All aerial lifts shall be operated on a level-working surface. The working surface shall be capable of supporting the weight of the lift without the tires sinking into the surface.
 - No tools or materials shall be suspended from the outside of the aerial lift basket. Material that is supported across the railings on the aerial lift shall be secured in place to prevent it from falling to the ground or floor below. Only approved manufacturer's attachments shall be used.
21. Accessories to all mobile equipment (blades, bucket, stringer bits, etc.) when parked shall be lowered in the down position with ignition keys removed from switch.
22. All employees who operate equipment shall be educated in the safe operation of that equipment; documentation of this training shall be maintained on file each contractor's safety records. Only trained employees shall be allowed to operate that piece of equipment. When mounting or dismounting equipment, employees shall maintain a three-point contact.
23. A fire watch shall be stationed to provide coverage for each welding, cutting, and other hot work operations. A fire watch may cover multiple operations with a 100-foot radius of them. In order for a fire watch to cover multiple operations, they shall have a clear line of sight to each operation

and an unobstructed pathway to each operation.

24. Ladders shall reach three feet above the landing for safe access. All ladders shall be positioned on a stable surface and secured to prevent displacement.

**Site Requirements
Con't.**

25. Job-made ladders may be utilized on the job-site. Job-made ladders shall be constructed as per the requirements in ANSI A14.4 1992 and have a walk-through handrail which extends three feet above the landing.

26. Ladders shall be placed in the work area so that the employee is able to face the ladder. Maintain a "three-point" contact with the ladder when ascending or descending.

27. All scaffolding that is (assembled in place) shall be placed on footing that is sound, ridged and capable of supporting the intended load without settling or displacement.

Mud sills shall be used under all supporting legs of scaffold that is erected on the ground. All scaffolding shall be erected plumb and level.

All scaffolds must be erected per manufactures specifications.

Handrail requirements for scaffolding:

- a. No handrail is required when the work platforms are less than **4'** above the ground or floor.
 - b. When the work platforms are between **4' and 6'** a handrail is not required **IF** the work platform has a minimum horizontal dimension in each direction of at least **45"**.
 - c. **ALL** work platforms **6'** or higher shall have a standard handrail installed on all open sides and ends.
 - d. **All** supported scaffold poles, legs, frames and uprights shall bear on base plates.
28. All electrical power tools and/or equipment shall be plugged into a ground fault circuit protection (GFCI). At the source of electrical power. All frayed and/or damaged electrical cords shall be removed from service and repaired. Cords & tools will have the current day's color code tape prior to use in accordance with the attached chart.
29. All portable generators including generator/welders used on the job-site shall have a GFCI that is an integral part of the generator. The GFCI shall function properly. The GFCI when tested shall trip between 3mA and the 7mA settings on a multi-range GFCI tester.

A weekly documented inspection of each generator shall be conducted to ensure the GFCI is functioning.

Any generator, in which the GFCI does not function, shall be tagged and removed from service immediately.

All generators shall have a unique identification number and the Contractor

name in a visible location.

**Site Requirements
Con't.**

30. Equipment stored overnight or longer will have all fuel supply valves shut off.
31. All propane tanks shall be stored in a tank farm. (Including empty tanks)
32. Only UL-approved metal fuel cans with flame arresters and self-closing pour spouts shall be allowed on site.

Fuel cans shall not be stored inside the building, or inside trailers. Cans shall be brought inside the building only to fuel equipment and then removed immediately.

Equipment shall be allowed to cool prior to refueling.
33. All chemical materials used shall have a Material Safety Data Sheet (MSDS) filed with Flintco/Oakridge to be posted in the jobsite office.
34. Electrical Panels and associated devices shall not be accessed by anyone with the exception of those authorized by the electrical contractors. Once one area of the job site is energized, all areas of the job site are considered energized. The electrical contractor is responsible for the security of the electrical panels and associated devices to prevent access by unauthorized workers.
35. Damaged or defective equipment shall not be used.
36. Flag, barricade, or sign areas to keep employees from exposures to potentially hazardous work conditions.
37. Contractors or employees shall not remove or bypass any barriers or other protective devices from tools, equipment, or hazardous locations. All deficiencies shall be reported immediately to the supervisor.
38. All underground utilities shall be located prior to any excavation work occurring. The responsible contractor shall be notified to assist with this location. As-built drawings and utility locators shall be used to locate all underground utilities. Contractors working around overhead utility lines shall ensure that all equipment, materials, and personnel are at least 10 feet from the overhead lines.
39. As described in each Contractor's Safety Program work permits shall be utilized for those work activities that specifically require them. (Examples are confined space, electrical hot work, welding, painting, work where underground utilities are present, etc). The use of torches shall not be permitted on formwork/ false work at any time. The attached hot work permit shall be filled out prior to any hot work activity. **(Form – Hot Work Permit – attached to policy)**
40. All employees shall OBEY all posted safety signs and flagging.

**Site Requirements
Con't.**

41. Clean up and housekeeping shall be top priority. This project shall be kept clean and orderly at all times. The work area SHALL be cleaned on a continuous basis; no debris or trash will be permitted.
42. Glass containers of any kind shall not be brought onto the construction site.
43. Each fuel storage tank brought onto the construction site shall be provided with its own secondary containment unit. All fuel tanks shall be grounded in accordance with NFPA requirements.
44. All fuel secondary containment will be pumped out after any rain.
45. Concrete trucks shall have the chute in the raised and locked position while traveling on the job-site.
46. Trailers- no one will be allowed to move a trailer or any other device for living on site unless written approval has been obtained from Flintco/Oakridge.
47. All materials on the construction site shall be stored/staged on dunnage.
48. All arrivals of trailers, storage containers, and large deliveries must be coordinated with Flintco/Oakridge at least 3 days in advance. The adjacent streets around the jobsite shall not be blocked at any time without approved signage and flagmen in place.
49. Any person or persons on the jobsite must have either completed the employee orientation program or have filled out a Flintco/Oakridge' visitor release form. In either case, the documentation must be in the Flintco/Oakridge' construction office prior to the person entering the jobsite.
50. Only company vehicles shall be allowed on the construction site. The company's name and/or logo shall be visible from a distance of 25 feet away and shall be located on both sides of all company vehicles including heavy equipment.
51. All employees shall conduct themselves in a worker like manner at all times. Any harassment of other personnel, horseplay/fighting or disruptive activities of any kind shall result in immediate dismissal/removal from the job site.
52. There will be no smoking/tobacco products, eating or drinking (with the exception of water) in the building after the installation of finished products begins. The initiation of this policy will be at the discretion of Flintco/Oakridge. All breaks will be taken in designated locations only.
53. Zero tolerance for the following activities: exposure to falls over six (6) foot, climbing X braces on scaffolding, surfing of scaffolding, working in excavation that is not protected, climbing of steel columns, working under suspended loads, disabling safety devices or guards, failure to use lock-out-

tag-out procedures, operating equipment or erecting scaffolding within 10' of power lines. Any other violations, not specifically, identified are at the discretion of Flintco, LLC/Oakridge Builders.

*** Violation of zero tolerance will result in removal from all Flintco/Oakridge Builders jobs for a period of (90) ninety days for the first offense; and (1) one year for a second offense of any zero tolerance items. NO EXCEPTIONS.

Usage of Cell Phones/Personal Electronic Devices on Projects

54. The use of personal cell phones/personal electronic devices while at work presents a hazard or distraction to the user and/or co-employees. This policy is meant to ensure that cell phone/personal electronic device use while at work is both safe and does not disrupt business operations.

Therefore, personal cell phones/personal electronic devices are not allowed on any Flintco/Oakridge Builders jobsites except as described:

Employees' of Flintco/Oakridge: The on-site project staff is authorized to carry cell phones in accordance with policy below.

Employees of Subcontractors / Suppliers: Any employee that the Subcontractor / Supplier deems necessary to conduct business operations must get written permission from a member of the Flintco / Oakridge staff prior to use of cell phone on project site. They must then use the cell phone in accordance with policy below.

Cell Phone / Personal Electronic Devices Policy: use of cell phones / personal electronic devices is permissible during work hours for company business only. Personal use of cell phones/electronic devices is only permitted during breaks and at lunch time and in designated areas. Before accepting an incoming or making an outgoing call, make sure that such activity will not compromise safety. When operating equipment, driving a vehicle on the jobsite or while performing any jobsite activity that a distraction may cause a potential safety threat, let all incoming calls go unanswered. You then may return the call when you have stopped the equipment, pulled the vehicle to a safe area or put yourself and those around you in a safe environment before returning the call.

Violating this policy will result in disciplinary action up to and including removal or termination.

Please contact your immediate supervisor should you have any questions or concerns. **(Form - Authorization for Use of Cell Phone/Electronic Devices – attached to policy)**

I hereby attest by my signature that I have read and understand these Safety Requirements and Site Policies, and I will abide by them. I also understand that at the discretion of Flintco/Oakridge, there may be site specific amendments or modifications to the Safety Requirements/Site Policies at any time.

Name of Company: _____

Date: _____ Signature: _____

Project Superintendent

(Printed Name)

Date: _____ Signature: _____

Project Manager

(Printed Name)

Date: _____ Signature: _____

Lead Safety Representative

(Printed Name)

Daily Site Inspection

Date: _____ Page _____ of _____

Subcontractor Name _____

Notable Worker Site & Behavior Conditions	At Risk Worker Behavior & Site Conditions	Location On Job Site	Contractor and/or Subcontractor	Responsible Foreman	OSHA Reference or Site Requirement	Corrective Action Taken to Correct Deficiency Noted

DAILY

Electrical Tool and Cord Check Requirements

Each Contractor's Safety Representative will be responsible to have each cord set/ tool checked at the beginning of each shift. At the start of the shift a color coded tape will be applied to the **male** end of the cord/ tool. Each cord set/ tool will be checked for damaged insulation, missing ground pin, or insulation pulled out of the end plugs.

The following color code will be used:

Monday: Brown / Cafe

Tuesday: Red / Rojo

Wednesday: Orange / Naranja

Thursday: Green / Verde

Friday: Gray / Plomo

Saturday: Blue / Azul

HAZARD RECOGNITION

CONTRACTOR: _____ JOB SITE LOCATION: _____

CONSTRUCTION ACTIVITY: _____ DATE OF ANALYSIS: _____

WORK ACTIVITY STEPS	EQUIPMENT/TOOLS USED	POTENTIAL HAZARDS	LOSS PREVENTION MEASURES

CONTRACTOR PROJECT MANAGER: _____
(Signature and Date)

CONTRACTOR SAFETY COORDINATOR: _____
(Signature and Date)

HOT WORK PERMIT FORM

Instructions: Complete all fields on this form. This form must be in the possession of the Hot Work crew until the job is completed, then it must be in the possession of the FLINTCO/OAKRIDGE SAFETY OFFICER/OFFICE.

IN CASE OF FIRE CALL - 911

Date Permit Valid:	From	To		Start Time	End Time:
Name of Company performing work:					
Supervisor:			Person Performing HOT WORK (Name):		
Location of Work Site:					
Description of Hot Work:					
FIRE PREVENTION AND SITE PREPARATION (Check All That Apply)					
Change There are no combustibles within 30 feet of the work are.					
<input type="checkbox"/> Combustibles within 30 feet of the work are have been shielded from sparks and open flames.					
<input type="checkbox"/> Exposed combustible wall studs or surfaces have been shielded from sparks and open flames.					
<input type="checkbox"/> A suitable Water or Dry Chemical ABC fire extinguisher is within 30 fee of the work area.					
<input type="checkbox"/> The work area is clear of debris, shavings, and trash.					
<input type="checkbox"/> The Fire Alarm System has been protected to prevent accidental activation.					
<input type="checkbox"/> Gas Cylinders are not corroded or damaged.					
<input type="checkbox"/> Gas Cylinders are properly marked for the material they contain.					
<input type="checkbox"/> Gas Cylinders valves are in good condition.					
<input type="checkbox"/> Gas Cylinders regulators are in good condition and are working properly.					
<input type="checkbox"/> Gas Cylinders internal pressures are normal (not over pressurized).					
<input type="checkbox"/> Gas Cylinders hydrostatic test period has not expired.					
<input type="checkbox"/> Gas hoses are in good shape and properly connected.					
<input type="checkbox"/> Torches are properly attached and work properly.					
<input type="checkbox"/> Electrical Arc welding equipment is in good condition.					
<input type="checkbox"/> Electrical Arc welding machine is properly grounded.					
<input type="checkbox"/> Electrical Arc connections fit properly and correctly.					
<input type="checkbox"/> Electrical Arc electrodes are of the proper type and size for the work.					
<input type="checkbox"/> Electrical Arc electrode holders are in good condition.					
<input type="checkbox"/> Electrical Arc wires are not frayed and are in good condition.					
<input type="checkbox"/> Personnel using equipment are wearing proper attire for the work selected.					
<input type="checkbox"/> The appropriate eye protection is being used ay ALL personnel.					
Firewatcher:		Time Started:		Time Ended:	
HOT WORK Permit Authorized By:				Signed:	
Title:				Date:	

Visitors General Release

Project Name _____

Location _____

Construction Manager _____

Project Owner _____

On behalf of Flintco, LLC we welcome you to the Project. As you know, a construction project can be dangerous and hazardous to employees and visitors. Flintco, LLC is willing to allow you to visit the Project but only under the conditions that you obey the directions and instructions of Flintco, LLC personnel, that you observe and follow all safety procedures (including any warning signs or safety instructions posted on or about the premises) and that you execute this release.

Therefore, in consideration of the permission granted by Flintco, LLC for you to visit the Project, you hereby waive, release, hold harmless and forever discharge the Owner, Flintco, LLC and its contractors, and their agents and employees (the "Released Parties"), from all claims which you, or your heirs, executors or administrators, shall or may have, because of bodily injury to, or death of you or damage to your property resulting from any act or omission of the Released Parties.

You also agree to indemnify, defend and hold harmless the Released Parties for any bodily injury to, or death of others or damage to other property caused by your acts or omissions while visiting the Project. You are not agreeing, however, to release the Released Parties from their gross negligence.

AGREED TO this _____ day of _____, 20_____.

Witness

Authorization for Use of Cell Phone/Electronic Devices

The individual(s) listed below have been authorized by their employer to carry and operate a Cell Phone or Electronic Device in order to conduct and maintain necessary business operations; in compliance with Flintco/Oakridge policy (Section 13, Subcontractor Responsibility.)

Name: (Please Print Clearly)	Name: (Please Print Clearly)

Project Name: _____ Job# _____

Employer Name: _____

Authorized by: _____ Title: _____

Cc: Project File

Project Safety Orientation
Participant Acknowledgement

I hereby attest by my signature that I have completed the required Project Orientation and understand these Safety Requirements and Site Policies, and I will abide by them. I also understand that they may be site specific amended or modified at any time at the discretion of Flintco/Oakridge.

Date: ____ **Signature:** _____
Employee Signature

Print Name: _____

Company: _____
Employee Company Name

Subcontractor Accident Form

Complete within 24 hours of accident and forward to Project Manager. Attach witness statements and photos

Project Name				Job Num		Employer Name				Project Location (City/State)			
Employee Name				Sex		Age		Job Title					
Date of Accident				Time of Accident				Exact Location of Accident					
								AM PM					
Details (Check All That Apply)													
First Aid Only <input type="checkbox"/>		Recordable - Yes <input type="checkbox"/> No <input type="checkbox"/>				Restricted - Yes <input type="checkbox"/> No <input type="checkbox"/>				Lost Time - Yes <input type="checkbox"/> No <input type="checkbox"/>			
				Number of Days				Number of Days					
Job At Time Of Accident				Length of Time at Job Site				Immediate Supervisor					
				Days									
				Weeks									
				Months									
What tools, materials, equipment was employee using at time of accident:													
Describe the Accident:													
Corrective Action to Prevent Recurrence:													
Part of Body Injured				Type of Injury				Did Employee Die					
								Yes <input type="checkbox"/> No <input type="checkbox"/>					
Witness Name			Phone Number			Address			City/State				
Supervisor Name (Print & Sign)								Date					

Injured Employee Statement

Witness Signature:	Date:

Witness Statement

Employee Signature:	Date: