

SAFETY & HEALTH MANAGEMENT PROGRAM



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Safety and Health Policy & Commitment Statement

The personal safety and health of our employees, subcontractor employees and visitors associated with our projects is of paramount importance. Evolve Construction believes that no job or task is more important than personal safety and health. Every effort will be made to plan a safe way to perform every task. Evolve Construction is committed to maintaining and implementing safety and health programs and procedures that conform to industry standards to ensure that everyone associated with our projects goes home safe and healthy every day. To be successful, this program must embody the proper attitudes toward injury and illness prevention on the part of management, supervision and employees. It also requires cooperation in all safety and health matters, not only between management and employees, but also between each employee and his or her fellow workers. Only through such a cooperative effort can this safety and health program be effective in protecting all employees and workers.

Management's Expectations of All Personnel

- Follow all safety & health requirements, procedures and regulations established and applicable to your work activity. If a task is not safe, or if you are unsure about an assignment, do not perform the assigned task and speak to your supervisor or management.
- If you see someone else working at risk, you have the authority to speak up, stop the task and ask those involved to take appropriate precautions.
- Make working safely the most important aspect of your job every day. Shortcuts that place worker safety and health at risk will not be tolerated. Make sure you are physically and mentally prepared to work safely.
- If you or someone else becomes injured or there is a near miss incident, report it immediately so that future injuries and incidents may be prevented.

What You Can Count on From Management

- If you bring up a safety concern we will address it promptly.
- No worker will be required, expected or allowed to place their safety and health at risk to complete a task.
- If you stop a task or the task of another person because of a safety concern, we will support you.
- If there is an injury or incident, we will conduct an investigation in such a way to determine the root cause and measures that need to be taken to prevent similar occurrences in the future.

The safety of everyone working for Evolve Construction requires cooperation and commitment from everyone involved. Making a commitment to working safe and injury-free is not just the right choice; it's really the only choice.

Michael P. Winstead, Jr.



Safety and Health Objectives

The objective of this Safety & Health Management Program is to prevent and eliminate injuries and illnesses to all employees and subcontractors working at Evolve Construction work sites and to encourage a culture where working safely becomes part of our everyday activities.

This Safety & Health Management Plan is designed to achieve these objectives as follows:

- By providing safety and health training for employees to ensure that everyone can complete their work in a safe and healthy manner.
- By ensuring that all work activities are supervised by experienced and competent persons.
- By making regular safety inspections of work areas, tools and equipment for the benefit of all employees and workers.
- By establishing safety rules and procedures for all employees and workers to comply with.
- By providing and requiring the use of safety and personal protective equipment for all employees.
- By complying with safety and health regulations as established by OSHA and other regulatory agencies.
- By investigating all incidents, injuries and near misses in a manner that lessons can be learned that might prevent similar occurrences in the future.
- By ensuring that prompt care is provided for any injured employee in the most expedient and appropriate way.
- By assigning safety responsibilities to employees to ensure the company's overall safety requirements and initiatives are implemented.
- By designating a Safety Coordinator when necessary to assist management in guiding the company's overall safety initiatives.



Section 1 - Safety and Health Management Program

This Safety and Health Management Program (SHMP) was prepared to assist management, employees and subcontractors in understanding the health and safety expectations and requirements of Evolve Construction at all work sites. Compliance with the requirements of this SHMP is expected and a condition of employment and subcontract with Evolve Construction.

Management has overall responsibility for the implementation and execution of this Safety and Health Management Program.

Safety Regulations

Evolve Construction and each subcontractor will incorporate and comply with, at a minimum, OSHA 29 CFR 1926 Construction Safety Regulations, OSHA 29 CFR 1910 General Industry Regulations (as applicable), other specific government regulations and requirements (as applicable), and this Safety and Health Management Program when determining the safe work practices and procedures for the protection of employees. In the event any of these regulations, requirements, rules or procedures conflict, the most stringent shall be applied.

Subcontractor Safety Performance

Evolve Construction expects each subcontractor to execute their work on each project with a visible, proactive, and extraordinary vision and commitment to employee, worker and public safety and health at all levels. Each subcontractor must plan their work with a focus on protecting their workers and the public from incidents and injuries. Evolve Construction will monitor and assess each subcontractor for compliance with this Safety & Health Management Program and applicable regulations. Subcontractors will be expected to take immediate corrective action to eliminate hazards, at-risk behavior, or non-compliance with this SHMP. Should the subcontractor fail to take immediate and acceptable action to correct and eliminate safety hazards and non-compliance, Evolve Construction may take action including the suspension of work, correction of the unsafe work or employing a safety consultant to oversee subcontractor's safety compliance at the subcontractor's expense by way of deductive contract change order. Subcontractors who fail to meet minimum safety performance expectations may not be eligible for future work with Evolve Construction.

Subcontractor Safety Submittals

Prior to Beginning Work

Each subcontractor is required to submit to Evolve Construction the following:

- Subcontractor's written safety program. In the event that a subcontractor does not have a written safety program, the subcontractor shall develop and implement a safety program that meets or exceeds the requirements of this



Safety & Health Management Program or shall adopt and comply with the requirements of this Safety & Health Management Program at a minimum.

- Current certificate of insurance verifying worker's compensation, general liability, automobile liability and other coverage as deemed necessary by Evolve Construction. Required policy limits may be established by contract.
- Name of the subcontractor's designated safety representative for the project. Subcontractors employing non-English speaking workers shall provide and designate a safety representative capable of speaking both English and the native language of the non-English speaking employees.
- Name and training verification of at least one employee assigned to the project trained in first aid and CPR.
- Name(s) and training verification of designated competent persons as required by the scope of work for fall protection, scaffolding, rigging, crane signal persons, energized work (arc flash), trenching & excavation work, confined space entry, lock-out/tag-out, etc.
- Name(s) and training verification of trained and qualified/certified equipment operators as required by the scope of work for cranes, forklifts, aerial lifts, etc.
- Current annual third-party crane inspections for all cranes brought onto the project.
- Written Hazard Communication program with a listing of all hazardous chemicals and materials that will be brought onto the site accompanied by a Safety Data Sheet for each hazardous chemical and material to be used or stored on the project.
- Training verification of OSHA and client required training as necessary.

On-Going Submittals

Each subcontractor will be required to submit various on-going safety documents to Evolve Construction as required by the scope of work and under the subcontract between Evolve Construction and the subcontractor. Unless otherwise indicated, all submittals should be issued to the Evolve Construction Project Superintendent or Project Manager. These submittals may include the following:

- Incident and Injury Notification and Investigation Report (Incidents must be reported immediately followed by written reporting within 24-hours.)
- Weekly "Tool Box" safety training meeting records.
- On-going inspections of Cranes, Forklifts, Aerial Lifts, Rigging, Scaffolds, Trenches, etc. as required by this SHMP, OSHA or the client.
- Executed Hot-Work Permits, Confined Space Entry Permits, etc. when required.

Subcontractor Project Safety Representative

Each subcontractor is required to designate an experienced and competent supervisor/foreman as their Project Safety Representative for their company prior to mobilization. The Project Safety Representative is required to be on-site full time while work is on-going, however is not expected to perform in this role as a full time job.



Project Safety Representative Qualifications and Responsibilities

Subcontractor Project Safety Representatives must have adequate safety training and a working knowledge of the SHMP requirements and applicable OSHA regulations and hazard control methods. Subcontractor Project Safety Representatives will assume primary responsibility for the implementation of this Safety & Health Management Program for the subcontractor's scope of work.

Subcontractor Project Safety Representative will be expected to meet the following minimum qualifications:

- Three years construction experience in a relevant trade.
- Have completed an OSHA 10-Hour or OSHA 30-Hour Construction Safety & Health Course.
- Maintain a current certification in First Aid & CPR.
- Have completed specialized safety training as may be necessary by the scope of work. (Ex.: Scaffolding Competent Person, Trenching & Excavation Competent Person, Fall Protection, Confined Space Entry, etc.)
- Demonstrated ability to supervise and manage the safety of their workforce and provide on-going safety training for their workforce.

The minimum duties of the subcontractor Project Safety Representative include:

- Investigate any incident or injury and report the findings to Evolve Construction.
- Conduct weekly tool box safety meetings and other safety training as needed or required to instruct workers in hazard recognition, proper safety practices and safety requirements.
- Conduct safety inspections of the subcontractor's tools, equipment, work areas and work practices on an on-going basis as required by OSHA and this SHMP to ensure compliance with safe work practices, this Safety & Health Management Program and OSHA regulations.

Subcontractor Pre-Construction Meeting & Orientation Training

Prior to the commencement of any new contract with Evolve Construction, a pre-construction meeting may be required with each subcontractor to conduct project safety planning, to review the project safety expectations and the safety requirements of this Safety & Health Management Program. The subcontractor's project management, supervisors and designated project safety representative at a minimum will be required to attend this meeting. Each subcontractor will then be required to conduct project safety orientation sessions with all other subcontractor personnel to inform them of the project safety expectations and the relevant safety requirements of this Safety & Health Management Program.

Additionally, all project personnel will be required to attend any additional safety orientation as may be required by Evolve Construction.



Notification of Unsafe or At-Risk Conditions

Each employee and subcontractor of Evolve Construction has the right and responsibility to notify the management and supervision of Evolve Construction of any unsafe or hazardous condition that may be present or observed. Non-compliance of OSHA or other regulations and requirements of this Safety and Health Management Program should also be immediately brought to the attention of management and supervision. No employee will be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Evolve Construction supervision and management will take immediate action to correct or remove any hazard brought to their attention.

Incident, Injury and Near-Miss Notification & Investigation

Every incident and near-miss incident must be reported immediately on the day of occurrence to the Superintendent and/or management of Evolve Construction.

Incidents of Injury, Illness and Property Damage

The Incident & Injury Notification & Investigation Report (**Appendix A**) should be used to report all work related incidents involving personal injuries, illnesses, property damage, environmental events and near-miss incidents.

Incidents Involving Motor Vehicles

The Motor Vehicle Incident Report (**Appendix B**) should be used to report all vehicle accidents involving company vehicles or personal vehicles used for company business.

The Evolve Construction management and supervision team will thoroughly investigate each incident/injury/near-miss, in conjunction with the involved subcontractor(s), to determine the probable root cause(s). Preventive action plans will be developed to eliminate future occurrences.

The applicable reports should be completed and submitted to the attention of the management of Evolve Construction within 24 hours of the occurrence. Injured employees will be accompanied to medical facilities by a supervisor or another employee whenever possible.

Completed incident reports will be immediately forwarded to the company's insurers as determined by management.

OSHA Injury & Illness Recordkeeping & Reporting

Evolve Construction will record and report all work related employee injuries and illnesses in accordance with OSHA 1904 regulations. A current OSHA 300 Log of Work-Related Injuries and Illnesses (**Appendix C**) will be maintained. At the end of each calendar year the OSHA 300-A Summary of Work Related Injuries and illnesses (**Appendix D**) will be completed, distributed and posted from February 1st through April 30th of the following year as required by OSHA. Management and the human resources staff will be responsible for injury & illness recordkeeping and reporting.



To comply with OSHA regulations, Evolve Construction will report the following types of employee injuries to OSHA within 8-hours of the occurrence:

- Fatal Injuries
- Injuries requiring hospital admission
- Injuries resulting in amputations
- Injuries resulting in loss of an eye

Safety & Health Responsibilities

Every employee and subcontractor working with Evolve Construction must understand their safety and health responsibilities. Each person will be held accountable to fulfill their safety and health responsibilities. Please notify the management of Evolve Construction if you are unsure of your safety & health responsibilities or feel you are unable to fulfill your responsibilities.

Evolve Construction – Management

The management of Evolve Construction has overall responsibility for the effective implementation of this Safety and Health Management Program in all of the company's operations. Specific safety & health responsibilities include:

- Allocate resources to ensure that all work activities are executed in a safe and healthful manner.
- Communicate the requirements of this SHMP to all employees and subcontractors.
- Ensure that all work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations through periodic inspection and observation of work activities and facilities.
- Provide for on-going safety and health training of Evolve Construction employees as required by this SHMP and OSHA regulations. Ensure training records and files are maintained.
- Ensure that all incidents and injuries are properly investigated.
- Ensure that project managers and superintendents are fulfilling their safety responsibilities.
- Review and update this SHMP and company safety procedures as needed.
- Ensure that company safety files and documents are maintained as required by this SHMP at the Evolve Construction office.
- Ensure provisions are made for the prompt treatment of any injured employee.
- Attend safety and health training as required by OSHA or for professional development.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Evolve Construction – Safety Coordinator

When workloads and conditions dictate, Evolve Construction may employ a full-time Safety Coordinator. At all other times a member of the Evolve Construction management or supervision staff will be appointed to serve as Safety Coordinator. The



Safety Coordinator will assist Evolve Construction management, in the implementation of this Safety and Health Management Program in all of its operations. Specific safety & health responsibilities include:

- Assist management in communicating the requirements of this SHMP to all employees and subcontractors.
- Assist management in ensuring that all work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations through periodic inspection and observation of work activities and facilities.
- Provide for on-going safety and health training of Evolve Construction employees as required by this SHMP and OSHA regulations. Ensure training records and files are maintained.
- Ensure that all incidents and injuries are properly investigated.
- Ensure that project managers and superintendents are fulfilling their safety responsibilities.
- Establish and update company safety policies and procedures as needed.
- Maintain company safety files and documents as required by this SHMP at the Evolve Construction office.
- Ensure provisions are made for the prompt treatment of any injured employee.
- Attend safety and health training as required by OSHA or for professional development.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Evolve Construction – Construction Project Managers

- Maintain a complete understanding of the requirements of this SHMP.
- Ensure that subcontractors provide safety and health submittals as required by this SHMP and ensure files are maintained. Review subcontractor submittals for completeness.
- Ensure that this SHMP is communicated to and understood by all employees and subcontractors by conducting subcontractor pre-construction safety meetings with each subcontractor prior to mobilization.
- Ensure that the work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations by conducting periodic inspections and by reviewing frequent inspections made by superintendents.
- Attend safety and health training as required by OSHA or for professional development.
- Stop and correct any unsafe activity or condition immediately upon observation or as reported by employees or subcontractors.
- Ensure that subcontractors fulfill their responsibilities as outlined in this SHMP.
- Ensure provisions are made for the prompt treatment of any injured employee.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.



Evolve Construction – Construction Superintendents

- Maintain a complete understanding of the requirements of this SHMP.
- Ensure that this SHMP is communicated to and understood by all employees and subcontractors by conducting safety orientation training for any new employee and subcontractor employee working at their project sites.
- Ensure that work is planned and executed in accordance with the requirements of this SHMP, OSHA regulations and project specific safety requirements.
- Ensure that all safety inspections and permits required by this SHMP and project specific safety requirements are completed and filed.
- Conducting daily inspections of all tools, equipment, work areas and operations to identify hazardous conditions and to ensure compliance with this SHMP and OSHA regulations.
- Conduct weekly toolbox safety training meetings.
- Stop and correct any unsafe activity or condition immediately upon observation or as reported by employees or subcontractors.
- Provide for the prompt treatment of any injured employee.
- Attend professional development safety training as needed and/or offered for the work being supervised.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Subcontractors

Each subcontractor has overall responsibility for the effective implementation of all applicable safety requirements in all of its operations on Evolve Construction projects.

Specific safety & health responsibilities include:

- Allocate resources to ensure that all work is executed in a safe and healthy manner.
- Adopt and implement a safety program that meets or exceeds the requirements of this Safety & Health Management Program.
- Ensure that safety program requirements are communicated to and understood by all of the subcontractor's employees by conducting safety orientation training for each employee.
- Ensure that the subcontractor's work is in compliance with applicable safety requirements and OSHA regulations through frequent and regular inspections made by competent persons.
- Provide safety and health training for all personnel by conducting "Tool Box" safety training meetings at a minimum.
- Complete and submit to Evolve Construction all required safety inspections and permits.
- Immediately stop and correct any unsafe activity recognized by Evolve Construction, the subcontractor's own staff or OSHA.
- Provide for the prompt treatment of any injured employee.
- Any additional safety and health responsibilities that are described throughout this SHMP.



All Employees & Workers

Specific safety & health responsibilities include:

- Understand and observe the safety rules and procedures established by this SHMP and OSHA.
- Plan for safety before beginning each task.
- Perform all work operations in the safest manner possible.
- Complete required safety inspections of tools and equipment before beginning work.
- Stop work and report any unsafe condition or observation immediately to the Evolve Construction field superintendent. If they are unavailable, report unsafe conditions to Evolve Construction management.
- Report any work related incident or injury immediately on the day of the occurrence.
- Attend safety and health training as provided and required.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Prohibited Articles Policy

The following are prohibited and will result in immediate termination of employment from Evolve Construction or, in the case of subcontractor employees, immediate removal from Evolve Construction projects or facilities:

- Being under the influence of any amount of alcohol or illegal drugs.
- The use, sale, offer to sell, purchase, transfer, distribution or possession of illegal drugs, drug paraphernalia or alcohol products.
- Possession of any firearm, explosive or other dangerous weapons on company property (including in personal vehicles), in company vehicles or on project sites without express written permission of Evolve Construction management.

Employees who refuse to submit immediately to a search of their person, work area, lockers, tool chest, vehicles or possessions on company property shall be suspended immediately pending management's decision to terminate employment.

Substance Abuse Policy

Evolve Construction recognizes that drug and alcohol abuse on and off the job can contribute both to incidents and to greater risk for all individuals employed by Evolve Construction, as well as the general public and has therefore developed the following Substance Abuse Policy to assist in fostering a drug free work place.

This policy applies to Evolve Construction employees and subcontractor employees including management, working on or visiting Evolve Construction work sites. The management and human resources staff will be responsible for administering the substance abuse policy for Evolve Construction employees and maintaining all records in a confidential manner. Subcontractor employee testing will be at the subcontractor's expense.



Pre-Employment Drug Screening

As a condition of employment with Evolve Construction, each applicant offered employment must successfully pass a company sponsored drug screening. If the pre-employment drug screen is positive, indicating the use of illegal drugs or prescription drugs in a manner other than prescribed, the offer of employment will be withdrawn and the candidate will no longer be considered for employment. If the candidate refuses to submit to a drug screen the offer of employment will be withdrawn.

Reasonable Cause Drug Screening

Any employee or subcontractor employee suspected to be under the influence of any amount of alcohol or illegal drugs will be temporarily suspended from work and/or from the project site and required to submit to drug and/or alcohol testing. Employee pay will be suspended until the drug screen results are obtained. Subcontractor employee testing will be at the subcontractor's expense. While Evolve Construction reserves the right to test employees or subcontractor employees at any time for drug and alcohol use, such testing will normally occur under the following circumstances: Upon reports of drug or alcohol use on company property or in company vehicles; When visual observation of an employee suggests that he or she may be unfit for duty; Where management has reason to believe that an employee is in possession of drugs or alcohol; Otherwise when and where the company, in its sole discretion, has cause.

Post-Incident Drug Screening

Any employee or subcontractor employee involved in an incident requiring medical treatment (other than first aid) or any auto accident or other property damage incident where the employee/subcontractor employee is believed to be "at fault" as determined by management will be required to submit to a post incident drug and alcohol test performed within three (3) hours after the incident. Subcontractors will ensure that any worker involved in an incident submits to a post incident drug and alcohol test. Workers involved in near-miss incidents may be required to submit to drug and alcohol testing as determined by management. Positive results could result in denial of worker's compensation benefits.

Random Drug Screening

Evolve Construction employees may be required to submit to random drug and/or alcohol screening as required by Evolve Construction management. While the company reserves the right to randomly test employees or subcontractor employees at any time for drug and alcohol use, such testing will normally occur under the following circumstances: When employees have been hired or re-hired with a record of, or reason to believe they have a problem involving alcohol or drug abuse; As part of a screening or probationary program for employees who have, or may have, violated the company's drug and alcohol policies; When employees are operating dangerous or potentially dangerous equipment or are working in the vicinity of such equipment; Otherwise when and where the company, in its sole discretion, has cause.

Substance Screening Guidelines

Employees/subcontractor employees that refuse to test, stall to be tested, are uncooperative with test collectors, or attempt to alter a specimen will be considered positive and may be immediately terminated from employment and/or work on Evolve



Construction projects as determined by management. At a minimum, all drug and alcohol tests will follow current NIDA guidelines. Unless otherwise required by management or the client, drug tests will consist of a 5 panel drug screen at a minimum (PCP, marijuana, cocaine, methamphetamines/amphetamines and opiates). The results of all drug testing will be kept confidential.

Positive Test Policy Guidelines – Evolve Construction Employees

The management of Evolve Construction reserves the right to administer disciplinary action for substance abuse policy violations as deemed appropriate up to and including termination. The following establishes a guideline to be used where appropriate.

Employees who test positive will be immediately terminated from employment. Employees terminated for positive substance abuse testing will not be eligible for future employment for a period of one year and until they can provide satisfactory evidence of completion of a drug/alcohol rehabilitation program approved by Evolve Construction. Additional drug screening will be required before becoming eligible for future employment and randomly during re-employment. The results of all drug testing will be kept confidential.

Positive Test Policy Guidelines - Subcontractor Employees

The management of Evolve Construction reserves the right to administer disciplinary action for substance abuse policy violations as deemed appropriate up to and including permanent removal from Evolve Construction project sites. The following establishes a guideline to be used where appropriate.

Subcontractor employees who test positive will be immediately removed from the project. The subcontractor employee will not be allowed to return to work on Evolve Construction projects for a period of one year and until they can provide satisfactory evidence of participation in a rehabilitation program. The subcontractor employee will not be allowed to return to work on Evolve Construction projects until such time that the employee can produce a negative drug screen result. Subcontractor employees who are allowed to return to work on Evolve Construction projects following a positive test will be required to submit to random drug screens at least monthly for the remainder of that subcontractor's work on Evolve Construction projects.

Prescription Medications

Working under the influence of prescription medications could have a negative impact on your safety and the safety of others at work. If you are taking prescription medications that could impair your physical abilities, safety while driving, balance, judgment, focus, concentration or otherwise endanger you or another person, Evolve Construction requests that you confidentially notify your supervisor or management such that appropriate precautions can be taken to ensure the safety of everyone.

Safety Training

Employee Safety Orientation

In an effort to maintain safe operations and communicate minimum safety policies, procedures and expectations, Evolve Construction will issue a copy of this Safety & Health Management Program to all new employees and to each new subcontractor.



Each employee and subcontractor employee is required to acknowledge understanding of this Safety & Health Management Program by completing the Safety & Health Management Program Orientation & Acknowledgement form (**Appendix E**).

Subcontractors will be responsible for training their employees in the requirements of this Safety & Health Management Program and submitting the required Orientation & Acknowledgement forms to Evolve Construction.

Safety Training Meetings (Tool Box Safety Meetings)

Each subcontractor is required to hold Tool Box Safety Training Meeting on a weekly basis. These safety training meetings must include at a minimum a review of relevant task safety requirements and best practices, a review of any incident, injury or near-miss that has occurred since the previous meeting and a review of any new safety concerns or hazards. All subcontractor employees on site are expected to participate in these training meetings. Each subcontractor is required to submit records of all safety training using the Safety Training Report (**Appendix F**) or other similar format. Evolve Construction superintendents are responsible for preparing and conducting weekly Safety Training Meetings for all Evolve Construction direct hire employees

Professional Development Safety Training

Professional Development Training is encouraged of all Evolve Construction employees and will be provided on an as needed and as required basis. The following Professional Development Safety Training Matrix has been established to be used as a **guide** to establish which employees should attend various training courses as they are made available.

Evolve Construction Employee Professional Development Safety Training Matrix

Safety Training Course	Attendance By:
OSHA 30-Hour Safety & Health Training	Construction Director/Project Managers, Construction Superintendents, Safety Coordinator
OSHA 10-Hour Safety & Health Training	Construction Foremen, Tradesmen
Fall Protection Training	Project Managers, Construction Superintendents, Safety Coordinator, All employees working at heights
Trenching/Excavation Competent Person Safety Training	Construction Superintendents, Employees working in Trenches and Excavations
Confined Space Entry Safety Training	Construction Superintendents, Employees entering confined spaces
Scaffolding Competent Person Training	Construction Superintendents, Employees erecting or working on scaffolds
Forklift Operator Safety Training	Construction Superintendents, Employees operating forklifts
First Aid & CPR Training	Construction Superintendents, Safety Coordinator

Disciplinary Action Policy

At-risk behavior that could contribute to an incident or injury will not be tolerated by Evolve Construction. Each employee and subcontractor employee has an individual responsibility to work safely, and construction project managers and construction



superintendents are responsible for correcting at-risk behavior of workers under their direction. Failure to comply with this Safety and Health Management Program, OSHA Regulations or the verbal or written direction of Evolve Construction management or supervision may result in disciplinary action including termination. All employees, including management and construction superintendents, are subject to disciplinary action for safety infractions. This policy shall not preclude management from terminating an employee for a safety violation without prior warning. Management reserves the right to impose whatever disciplinary action it deems appropriate, however the following will be used as a guide.

At-Risk Behaviors that ARE Immediately Dangerous to Life & Health (IDLH)

Evolve Construction reserves the right to **immediately terminate** an employee or remove a subcontractor employee from the project for at-risk behaviors that are Immediately Dangerous to Life and Health. At-risk behaviors that may result in immediate termination or removal from the project include, but are not limited to:

- Failure to use fall protection where required.
- Entering a Permit Required Confined Space without using proper precautions.
- Working on energized electrical equipment.
- Failure to comply with Lock-Out/Tag-Out requirements.
- Failure to comply with the Prohibited Articles Policy.
- Entering a hazardous barricaded area.
- Fighting, horseplay, or practical joking.
- Reckless or unauthorized operation of motorized vehicles or equipment.
- Knowingly endangering the safety of another employee or worker.
- Disabling or bypassing any safety device.
- Deliberate failure to follow established safe work practices, rules or regulations.

Evolve Construction also reserves the right to **immediately terminate** an employee or remove a subcontractor employee from the project for committing any of the following non-IDLH offenses:

- Malicious destruction of company property, theft or other criminal activity.
- Failure to immediately report any incident, injury or near-miss.
- Falsification of any safety document.
- Disregard of instructions from a foreman or management.
- Attitudes of indifference, recklessness, hostility or inattention.

At-Risk Behaviors that are NOT Immediately Dangerous to Life or Health

The following three step disciplinary action policy will be applied for all safety infractions within a 12 month period that are NOT deemed Immediately Dangerous to Life or Health as determined by Evolve Construction.

- **First occurrence:** Verbal warning or written warning to employee/worker and notification to subcontractor management. Re-training of affected employees/workers as deemed necessary by Evolve Construction.
- **Second occurrence:** Written warning and possible suspension from employment or the project without pay for three full work days and notification to subcontractor



management. Re-training of affected employees/workers as deemed necessary by Evolve Construction.

- **Third occurrence:** Evolve Construction employees may be terminated from employment. Subcontractor employees may be removed from the project indefinitely as deemed necessary by Evolve Construction.

Safety infractions and at-risk behaviors resulting in disciplinary action should be documented using the Notice of Health & Safety Non-Compliance form (**Appendix G**). Records of safety infractions will be maintained at the offices of Evolve Construction.

Safety Inspections

Project Safety Inspections

Each Evolve Construction superintendent is responsible for conducting a safety inspection of their project site(s) on a **daily basis** for the purpose of identifying existing and potential safety and health hazards. These safety inspections must include all Evolve Construction work areas, tools, equipment and operations. Safety inspections must be documented as needed but not less than **once per week** using the Project Safety Inspection Checklist & Report (**Appendix H**). Completed Safety Inspection Checklists and Reports must be submitted to and maintained at the Evolve Construction office.

Equipment & Activity Based Inspections

Construction superintendents will be responsible for ensuring that the following additional inspections are completed as required and as applicable to their project(s) and work activities. Construction superintendents may delegate pre-operation equipment safety inspections to properly trained and qualified equipment operators. Construction superintendents may also delegate daily safety inspections of scaffolds and trenches/excavations to properly trained competent persons. However, the overall responsibility to ensure that inspections have been completed remains with the Evolve Construction superintendent.

- 1) **Crane Inspections** - Each crane will be thoroughly inspected by a competent person for defects, proper operation or other unsafe conditions prior to being operated each day or each shift, whichever the case may be. Subcontractor cranes will be subject to the same requirements. Typically the crane operator will serve as the competent person responsible for conducting these inspections. These inspections must be documented using the Crane Safety Inspection Report (**Appendix I**) or other similar inspection report. Completed inspection reports must be submitted to the Evolve Construction office for review and filing.
- 2) **Forklift Inspections** - Each forklift will be thoroughly inspected by a competent person for defects, proper operation or other unsafe conditions prior to being operated each day or each shift, whichever the case may be. Subcontractor forklifts will be subject to the same inspection requirements. No employee shall operate a forklift until they have confirmed that the required inspection has been completed. These inspections should be documented using the Forklift Safety Inspection Report (**Appendix J**). Completed inspection reports must be submitted to the Evolve Construction office for review and filing.



- 3) **Aerial Work Platform Inspections** - Each aerial work platform (boom lifts, scissor lifts, etc.) will be thoroughly inspected by a competent person for defects, proper operation or other unsafe conditions prior to being operated each day or each shift, whichever the case may be. Subcontractor aerial work platforms will be subject to the same inspection requirements. No employee shall operate an aerial work platform until they have confirmed that the required inspection has been completed. These inspections should be documented using the Aerial Work Platform Safety Inspection Report (**Appendix K**). Completed inspection reports must be submitted to the Evolve Construction office for review and filing.
- 4) **Scaffold Safety Inspections** - Each scaffold will be thoroughly inspected by a competent person for defects, unsafe conditions and compliance with OSHA regulations prior to beginning work on the scaffold each day or each shift, whichever the case may be. Subcontractor scaffolds will be subject to the same inspection requirements. No employee shall access scaffolds until they have confirmed that the required inspection has been completed. These inspections should be documented using the Scaffold Safety Inspection Report (**Appendix L**). Completed inspection reports must be submitted to the Evolve Construction office for review and filing.
- 5) **Trench & Excavation Safety Inspections** - Each trench and excavation will be thoroughly inspected by a competent person for hazardous conditions and compliance with OSHA regulations prior to beginning work in a trench or excavation each day or each shift, whichever the case may be. Subcontractors will be subject to the same inspection requirements. No employee shall access trenches or excavations until they have confirmed that the required inspection has been completed. These inspections should be documented using the Trench & Excavation Safety Inspection Report (**Appendix M**). Completed inspection reports must be submitted to the Evolve Construction office for review and filing.
- 6) **Rigging Equipment Inspections** - All rigging equipment including shackles, wire rope, chain and synthetic slings will be inspected by a qualified person prior to use each day and each shift, and on an on-going basis to ensure equipment is in a safe condition and free of excess wear and damage. Subcontractors rigging equipment will be subject to the same inspection requirements. Damaged rigging equipment shall be immediately tagged and removed from service. Rigging inspections should be documented using the Rigging Safety Inspection Report (**Appendix N**).
- 7) **Personal Fall Arrest System Inspections** - Each employee must visually inspect personal fall arrest equipment prior to each use for damage or defects. Where personal fall arrest systems are required to be used consistently on a daily basis, personal fall arrest system inspections are required to be documented on a weekly basis using the Personal Fall Arrest System Inspection Report (**Appendix O**). Damaged or defective fall arrest equipment shall not be used and shall be removed from service, destroyed and then disposed of. Completed inspection reports must be submitted to the Evolve Construction office for review and filing.

If hazards are observed during any of these inspections they must be corrected promptly and when necessary, the appropriate subcontractors must be given notice. If a hazard



cannot be immediately corrected then the task must be stopped until a plan for safeguarding workers is developed and corrective action is implemented. Hazard abatement may be achieved through any of the following:

- Eliminating the hazard through engineering controls.
- Protecting against the hazard by developing and implementing safe work practices.
- Guarding against the hazard.
- Providing and using personal protective equipment.

OSHA Inspection Procedures

Should a compliance officer from the Occupational Safety & Health Administration conduct an investigation of Evolve Construction work sites, facilities, activities, tools or equipment, immediately notify the management of Evolve Construction. Evolve Construction employees and subcontractors will participate in all Occupational Safety and Health Administration (OSHA) inspections in a cooperative, professional and courteous manner.

Opening Conference

- Prior to the site inspection the OSHA compliance officer will typically hold an opening conference. The opening conference may be very informal depending on the level of work activity on the site and various other circumstances. Be polite, respectful, and cooperative. He/She will display their official credentials and ask to meet an employer representative. Always check the officer's credentials to verify that they are a representative of the Department of Labor, Occupational Safety and Health Administration.
- If you have not already done so, notify Evolve Construction management at this time.
- During the opening conference, the compliance officer will explain the reason for the OSHA inspection, the scope of the inspection and the standards that apply. OSHA will generally conduct inspections for the following reasons: Employee/worker complaint of unsafe conditions, general scheduled/random inspections, after a serious accident/fatality, plain view violations, etc. If the inspection is the result of an employee complaint, you should request a copy of the complaint.
- Be prepared to show the compliance officer the company's safety and health management programs and associated safety files and records. Copies of safety programs and documents should not be given to the compliance officer without approval from Evolve Construction management. The compliance officer may want to review any or all of the following:
 - Company safety and health management program manual
 - Safety training records
 - Hazard communication program and Safety Data Sheets
 - OSHA 300 logs
 - Safety inspection records
 - Safety disciplinary guidelines
 - Emergency action plan



The Site Inspection Tour

- An Evolve Construction superintendent or manager will accompany the OSHA compliance officer during the inspection at all times.
- Limit the extent of the inspection only to the areas asked to be seen by the OSHA compliance officer. If possible, normal work activities should not be altered in order to accommodate the inspection.
- Do not volunteer unrelated or unnecessary information. Do not argue with the compliance officer if you disagree with anything during the inspection. Make a note of the discrepancy.
- Be prepared to tell the compliance officer who is responsible for special services such as temporary toilets, first-aid kits, fire extinguishers, etc.
- The compliance officer will normally interview one or more employees. The compliance officer has the right to conduct these interviews in private unless the employee being interviewed asks for a supervisor to be present. Do not interfere with these interviews unless the interviews are being conducted in a manner that unreasonably disrupts work operations. The officer will probably ask some of the following questions:
 - What are the hazards of your job?
 - How do you protect yourself from the hazards?
 - Who/how can you report safety concerns to your employer?
 - Who do you report to for first aid?
 - Where is the first aid kit?
 - What is a Safety Data Sheet?
 - Where are the Safety Data Sheets kept?
 - What is the Hazard Communication Program about?
 - Where is the nearest fire extinguisher?
 - How do you use a fire extinguisher?
 - How often do you have safety training meetings?
 - Does your foreman place emphasis on safety?
 - What is your company's policy regarding fall protection (6' etc.)?
- Take note of the names of employees interviewed, equipment and materials examined and the description and location of any alleged violation.
- If the compliance officer points out an alleged violation, do not admit guilt or express that you agree that a violation exists. Instead take the necessary action to correct the alleged violation if possible. If you disagree with the compliance officer, do not cause an argument.
- If the compliance officer takes photographs to document a potential hazard, the project manager/supervisor or field foreman should also take photos from the same vantage point as the compliance officer and other vantage points as needed that may illustrate that there is no potential hazard.

Closing Conference

- Ask the compliance officer if citations will be issued and for what alleged violations. Ask the compliance officer to indicate the level of severity of the alleged citations (Other-than-serious, serious, willful, etc.). Make note of the alleged citations and severity.



- After the closing conference, thank the compliance officer for any safety suggestions that were offered during the inspection and assure him/her that immediate action will be taken to correct any remaining alleged safety violations that were noted.

Emergency Procedures

The following procedures have been established to provide general guidelines for handling various emergencies.

Medical Emergencies

- Protect yourself and other workers from further injury. Call 911 for emergency services for all serious injuries and medical emergencies. Have personnel standing by to meet emergency responders at the entrance(s) to the building and site to escort responders to the exact location of the emergency.
- For minor injuries, contact the management of Evolve Construction for instructions on where to seek medical treatment. Employees who have been injured should not transport themselves to the medical facility unless authorized by management. A supervisor or another employee will accompany the injured employee to the medical facility.
- Provide first-aid care if you are qualified to render these services being careful not to come in contact with body fluids (see Blood Borne Pathogens - Exposure Control Plan). Summon trained first-aid personnel as needed.
- No one on site is to attempt a rescue, except to remove someone from an immediate life threatening situation and then only if it can be done without endangering yourself or others. Professionally trained personnel will perform rescue operations.
- Preserve the area around the accident scene until a proper investigation can be conducted.
- Employee injuries and medical emergencies must be immediately reported to management. A detailed report must be made using the Incident & Injury Notification & Investigation Report (**Appendix A**).

Automobile Accident Procedures

- Call local law enforcement authorities having jurisdiction. Never leave the scene of a motor vehicle accident until authorized by law enforcement, even for minor incidents.
- Call for fire and EMS response as needed.
- Be courteous, answer law enforcement authority's questions and give identifying information to the parties involved as requested by law enforcement. Do not assume liability.
- Automobile accidents must be immediately reported to management. A detailed report must be made using the Motor Vehicle Incident Report (**Appendix B**).

Fire and Explosion Procedures

- All personnel must immediately evacuate all building areas and move to safe locations. Do not use elevators during a fire emergency.
- Call the fire department and other emergency services as needed.
- Report the fire or explosion and its location immediately to Evolve Construction management.



- No employee is expected or required to attempt to extinguish any workplace fire. All personnel must immediately evacuate all building areas and report to the designated assembly area for head count and further instructions.
- If you have been trained, have a clear path of escape and can do so without risk of injury, you may at your discretion choose to attempt to extinguish small fires only, by use of portable fire extinguishers, etc. In all other cases evacuate the area using the closest and safest exit.
- A detailed report must be made using the Incident & Injury Notification & Investigation Report (**Appendix A**).

Severe Weather Procedures - Tornadoes, Severe Storms, Hurricanes, High Winds

- Secure all loose materials that may become air borne.
- All workers on scaffolds, ladders, cranes, aerial lifts, and roofs must evacuate to designated protected locations.
- All employees must seek shelter in the designated storm shelter area. This will usually be the interior most room(s) on the lowest level of the building, away from windows.

Emergency Action Planning

An Emergency Action Plan must be in place for each new project or work site and the Evolve Construction office. Emergency Action Plan (**Appendix P**) should be used at a minimum to develop the emergency action plan for each location. The requirements of the Emergency Action Plan will be reviewed with all employees and subcontractors prior to beginning work.

First Aid Requirements & Procedures

Trained First Aid Providers

- Evolve Construction will ensure that at least one employee certified in first-aid is available at each work site to provide first-aid treatment to employees. On construction projects this will typically be the construction superintendent.
- Each subcontractor is responsible for ensuring that at least one person on their staff is trained in first-aid and available to provide treatment for their employees.
- First-aid training and certificates will be obtained through the American Red Cross, American Heart Association, National Safety Council or other similar organization. Documentary evidence of first aid training will be maintained.

First Aid Kits & Supplies

- Evolve Construction will provide first aid kits and supplies for Evolve Construction employees at each work site. First Aid kits will be located such that they are conspicuously located and readily accessible at all times.
- First aid kits shall be of the weatherproof type suitable for outdoor and construction environments as needed. First aid supplies will be individually sealed to protect against contaminants. First aid kits/supplies will be of sufficient quantity and type for the size of crew and types of injuries which may need to be treated based on the work being



performed.

- Each subcontractor is responsible for providing and maintaining adequate first aid kits and supplies in their work areas for their employees.
- Personal protective equipment to protect first-aid providers from blood borne pathogens will be kept with each first-aid kit. Personal protective equipment will include latex rubber gloves and eye or face shields at a minimum.
- The contents of first aid kits shall be checked before each project and on a regular basis to ensure supplies are adequately maintained. All first-aid materials used during the treatment of injuries shall be replaced as soon as possible.

Basic First Aid Procedures

Minor Lacerations, Abrasions, Punctures, etc.

- Clean the wound with antiseptic soap and water or antiseptic towel.
- Apply antibiotic ointment or spray.
- Cover the wound with a sterile dressing.
- Apply a bandage to hold the dressing in place if necessary.
- Seek medical treatment and obtain tetanus shots if necessary.

Major Lacerations, Abrasions, Punctures, etc.

- Cover the wound with a sterile dressing and press firmly against the wound to control bleeding.
- Cover the dressing with a bandage to maintain pressure.
- Elevate the wound if possible.
- Apply force to pressure points if bleeding is still uncontrolled.
- Call for emergency medical services and an ambulance immediately.

Impalement.

- Never remove any impaled object from an injured person.
- Place bulky dressings around the object and bandage the dressings to support the impaled object.
- Call for emergency medical and rescue services immediately.

Fractured/Broken Bones.

- Do not move the injured person unless absolutely necessary.
- Apply a splint to immobilize the injured bone or joint only if the injured person must be moved by someone other than emergency medical personnel. A board, cardboard or a rolled newspaper may be used as a splint.
- Call for emergency medical services immediately or seek medical treatment.

Neck and Spinal Cord Injuries.

- Minimize movement of the head and spine.
- Maintain an open airway and check breathing and consciousness.
- Control any external bleeding.
- Call for emergency medical and rescue services immediately.

Strains and Sprains.

- Apply ice to the affected area periodically for 72 hours or until the swelling goes away. Seek medical treatment if necessary.



Burns.

- Cool the burned area with large amounts of cool water for several minutes. Don't use ice or ice water except on minor burns. Do not touch or try to clean burns.
- Loosely cover the burns with sterile dressings. Do not apply any pressure to the burned area.
- Do not apply ointments unless it is a very minor burn.
- Seek medical treatment for burns unless they are very minor.
- Victims of serious burns should lie down and be covered with soaked towels, sheets or other wet cloths.
- For severe burns call for emergency medical services immediately.

Chemical Burns.

- Consult the Safety Data Sheet (SDS) for first aid procedures. For most chemicals, flush skin or eyes with large amounts of cool running water for 15-30 minutes or until emergency medical services arrive.
- Remove any clothes that have the chemical on them.
- Seek medical treatment. Take the SDS for the chemical to medical facility.

Eye Injuries.

- Do not rub your eyes.
- Use the corner of a sterile cloth to draw out small particles only if the particle is not embedded and is clearly visible or hold the eyelids open and flush the eyes continuously with clean water or irrigating solution.
- If foreign objects are embedded, do not attempt removal. Close and cover both eyes with bandages. Seek medical treatment immediately.

Heat Cramps.

- Rest in a cool place.
- Drink cool water or sports beverages.
- Gently stretch and massage affected muscles.
- Do not take salt tablets or drink salt water.

Heat Exhaustion.

- Symptoms include cool, moist, pale or flushed skin, headache, nausea, dizziness, weakness and exhaustion.
- Remove the victim from the heat.
- Loosen any tight clothing and apply cool, wet cloths.
- Drink cool water. About 4-6 ounces every 15 minutes.
- Allow the victim to rest in a cool comfortable location.
- Monitor the victim for changes in condition and seek medical treatment if necessary.

Heat Stroke.

- Symptoms include refusing water, vomiting and unconsciousness in addition to heat exhaustion symptoms.
- Keep the victim lying down and continue to cool the victim's body with wet cloths and ice packs.
- Call for emergency medical services immediately.



Insect Stings/Bites and Snake Bites.

- Wash the wound. Remove stinger if present.
- Seek medical treatment immediately for spider or snake bites.
- Seek medical treatment as needed for other insect bites and stings.

Blood Borne Pathogens - Exposure Control Plan

Blood and other body fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.

Purpose - The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood and other body fluids and to comply with the OSHA Blood Borne Pathogens Standard, 29 CFR 1910.1030 and its Appendix A.

Exposure Determination - OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be potentially exposed even if they wear personal protective equipment). At Evolve Construction, the following persons/activities are in this category:

- First Aid Providers - Providing First Aid to an injured co-worker

Compliance Methods – Because we cannot tell by looking at a person if they are infected with a pathogenic disease, universal precautions will be observed in order to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious, regardless of the perceived status of the source individual. Personal protective equipment including rubber gloves and eye/face protection will be utilized at all times. No employee shall provide first-aid treatment where there is the potential for exposure to blood or other potentially infectious materials, unless the proper personal protective equipment is worn including latex gloves, eye and/or face protection. Where hand washing facilities are not readily available to employees who incur exposure to blood or OPIM either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes will be provided in first aid kits and used immediately after exposure. In all cases, hands are to be washed with soap and running water as soon as feasible. Employees are not to eat, drink, smoke, or handle contact lenses until after thoroughly washing their hands with soap and running water.

Personal Protective Equipment (PPE) - All PPE used will be provided without cost to the employee. PPE will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time while the protective equipment will be used. Required PPE including rubber gloves, eye and face protection will be provided in all first aid kits. All PPE will be single use disposable type and shall not be cleaned and re-used.

Housekeeping – All work areas and surfaces that become contaminated with blood or OPIM will be cleaned and decontaminated using a solution of 10 parts water to 1 part



bleach. PPE shall be used during housekeeping. Contaminated work surfaces will be decontaminated immediately or as soon as feasible after any spill of blood or OPIM.

Regulated Waste - Regulated contaminated waste shall be placed in containers that are closeable and constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The waste container must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. NOTE: Disposal of all regulated waste shall be in accordance with all applicable federal, state and local regulations.

Hepatitis B Vaccine - Hepatitis B vaccine and vaccination series will be made available to all employees who have an occupational exposure to blood borne pathogens. When required, these vaccinations will be made available at no cost to the employee, at a reasonable time and place and will be performed by, or under the supervision of, a licensed physician or other licensed healthcare professional.

Post-Exposure Evaluation and Follow-up - All exposure incidents shall be reported, investigated, and documented. When an employee incurs an exposure incident, it shall be reported to management. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up in accordance with the OSHA standard.

Information and Training - Training will be provided at the time of initial assignment to tasks where occupational exposure may occur, and that training will be repeated within 12 months of the previous training. This training will typically be conducted as part of and at the same time as the First Aid Training. Training will cover the following:

- The blood borne pathogen standard and an explanation of its contents;
- An explanation of the modes of transmission of blood borne pathogens;
- An explanation of the organization's blood borne pathogens Exposure Control Plan (this program), and the method for obtaining a copy;
- The recognition of tasks that may involve exposure;
- An explanation of the use and limitations of methods to reduce exposure, such as engineering controls, work practices, and personal protective equipment (PPE);
- Information on the types, use, location, removal, handling, decontamination, and disposal of PPE;
- An explanation of the basis of selection of PPE;
- Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in case of an emergency involving blood or OPIM;
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
- Information on the evaluation and follow-up required after an employee exposure incident, and
- An explanation of the signs, labels, and color-coding system used to identify biohazards, regulated waste, and other potential BBP hazards.



Medical Records - Medical records shall be maintained in accordance with OSHA standard 29 CFR1910.1020. These records shall be kept confidential and must be maintained for the duration of employment plus 30 years. The records shall include the following:

- The employee's name and social security number;
- A copy of the employee's HBV vaccination status, including the dates of vaccination or a signed declination form;
- A copy of all results of examinations, medical testing (including post-vaccination antibody testing), and follow-up procedures; and
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, documentation of the route(s) of exposure, and circumstances of the exposure.

Training Records - Training records shall be maintained for 3 years from the date of training, and shall document the following information:

- The dates of the training sessions;
- An outline describing the material presented;
- The names and qualifications of persons conducting the training; and
- The names and job titles of all persons attending the training sessions.

Department of Labor Postings

The following is a list of NC State & Federal postings that must be posted in all offices and on all projects located in North Carolina. Consult with management for projects located outside of North Carolina.

- NC Department of Labor – OSH Notice to Employees
 - NC Department of Labor – Wage & Hour Notice to Employees
 - Employee Rights and Responsibilities Under The Family and Medical Leave Act
 - Equal Employment Opportunity is the Law
 - Employee Rights – Employee Polygraph Protection Act
 - Form 17 - N.C. Workers' Compensation Notice To Injured Workers And Employers
 - Employee Rights Under The Fair Labor Standards Act
 - Your Rights Under USERRA
 - Employee Rights For Workers With Disabilities Paid At Special Minimum Wages
 - Employee Rights Under The Davis-Bacon Act (Federally Funded Projects)
 - Employee Rights on Government Contracts (Government Contracts Only)
 - This Organization Participates in E-Verify (When applicable)
 - If You Have The Right To Work, Don't let anyone take it away.
 - OSHA 300A – Annual Summary of Injuries & Illnesses - February 1st – April 30th
- (Appendix D)**
- Emergency Action Plan **(Appendix P)** with emergency contacts and phone numbers



Hazard Communication Program

This Hazard Communication Program must be reviewed with all employees and workers. This program must be made available on each project in a location accessible to all employees and subcontractors.

All employees are entitled to know the properties and potential safety and health hazards of chemicals that they may come in contact with while working for Evolve Construction. No employee or subcontractor is expected to expose themselves to harmful levels of any hazardous chemical while working for Evolve Construction. This Hazard Communication Program (Haz-Com Program) has been developed to ensure that information on hazardous chemicals is communicated to workers in accordance with OSHA 29 CFR 1926.59/1910.1200. This shall include the necessary information for employees to safely handle, use and store potentially hazardous chemicals as part of assigned work activities. Evolve Construction management will have overall responsibility for implementing this Hazard Communication Program and construction project managers and superintendents will be responsible for ensuring the requirements of this Hazard Communication Program are fulfilled on the project sites.

Chemical Inventory

A Chemical Product Inventory (Chemical List) will be developed for each project, work site or facility. This list shall include all potentially hazardous chemicals used or stored at the site by Evolve Construction. Each subcontractor must also develop a chemical list to include all chemical products belonging to or used by the subcontractor on the site. Subcontractor chemical inventories must be submitted to Evolve Construction. The chemical inventories from all subcontractors will be maintained with the Safety Data Sheets at each project location and will be made available to all personnel on site. A copy of the chemical inventory may also be obtained by contacting the management of Evolve Construction.

Safety Data Sheets

A Safety Data Sheet (SDS) will be obtained from the chemical manufacturer and made available to employees for all known hazardous chemicals and materials used or stored by Evolve Construction. Each subcontractor must also obtain Safety Data Sheets for all chemical products belonging to or used by the subcontractor on the site. Subcontractor safety data sheets must be submitted to Evolve Construction. The safety data sheets from all subcontractors will be maintained with the chemical lists at each project location and will be made available to all personnel on site. SDS may also be obtained by contacting the management of Evolve Construction. Contact the Evolve Construction superintendent immediately if an SDS cannot be located for any chemical used or stored on site. Employees should read, understand and comply with all instructions found on the SDS prior to using any chemical. The Safety Data Sheet for each chemical will contain a variety of information necessary to safely handle, use and store the chemical including:

- Chemical & Common Name
- Physical & Chemical Characteristics
- Physical Hazards including potential for fire, explosion and reactivity
- Health Hazards, signs and symptoms of exposure
- Primary routes of entry into the body



- OSHA Permissible Exposure Limit and Threshold Limit Value
- Whether the chemical is a carcinogen (cancer causing)
- Precautions for safe handling and use including hygiene practices and procedures for clean-up of spills and leaks.
- Engineering controls, work practice controls and PPE that should be implemented while using the chemical.
- Emergency first aid procedures.
- Name, address and phone number of the manufacturer.

Chemical Container Labeling

Evolve Construction and each subcontractor bringing hazardous chemicals and materials to the site will ensure that all hazardous chemicals/containers are properly labeled in accordance with OSHA regulations and the SDS. If a chemical must be transferred from its original container into a secondary container, the secondary container must be labeled. This includes containers used to dispense and transfer fuels such as gas cans. Employees should read, understand and comply with all instructions found on the chemical label prior to using any chemical. Labels shall include the following minimum information:

- Identity of the hazardous chemical.
- Appropriate signal words.
- Appropriate hazard statements/warnings.
- Appropriate pictograms.
- Appropriate precautionary statements.
- Name, address and phone number of the chemical manufacturer/importer.

Employee Training

Workers who work with or may be potentially exposed to hazardous chemicals or materials will be informed of the requirements of this Haz-Com Program, the location of the inventory listing of hazardous chemicals and materials, the location of Safety Data Sheets and labeling requirements. Each worker will also receive training prior to using or being exposed to hazardous chemicals or materials in their work area to include:

- An explanation of chemical labels, warnings and SDS.
- How to detect the presence or release of a hazardous chemical in the work area.
- The specific physical and health hazards of the chemicals in the work area.
- Procedures to protect against hazards associated with chemical materials.
- Engineering controls, work practice controls and personal protective equipment requirements necessary to protect against exposure.
- Emergency procedures in case of exposure or an accidental spill.

Sharing of Information

Due to the complexity of construction projects and potential exposure of other contractor's employees on site, each subcontractor will be required to submit a Haz-Com Program, a Chemical Inventory List and corresponding Safety Data Sheets prior to starting work on Evolve Construction projects. Evolve Construction will make all information on hazardous chemicals available to all persons working on its projects. For more information regarding this Haz-Com Program contact the management of Evolve Construction.



Section 2 - Worksite Safety and Health Rules and Procedures

No safety manual can include safety rules and procedures to cover all conditions, work activities and circumstances that might be encountered in the workplace; therefore, it is necessary for each employee to use their best judgement and observe established safe work practices. When in doubt, employees should stop and seek assistance from their project manager/supervisor or management.

General Safety Rules

- Keep your mind on your work at all times. Avoid distractions that could cause you to take your mind off of the task at hand and increase the risk of injury or incident.
- Watch where you are walking. Running is not allowed at any work site.
- Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee. Horseplay is prohibited.
- Never work at heights if you are afraid to do so, or if you have medical conditions that make you subject to fainting, dizziness, seizures or other symptoms that could increase your risk of falling.
- Entering areas barricaded by other contractors is prohibited without the permission and safe clearance of the contractor in control of the barricaded area.
- Before leaving a work area, be sure the area has been secured and made in a safe condition.
- Obey all safety signs and verbal warnings.

Asbestos

Policy

Due to the nature of Evolve Construction work activities it is unlikely that employees or subcontractor employees will be subjected to asbestos containing materials and subsequent exposure. Therefore, it is the policy of Evolve Construction that employees are prohibited from engaging in activities that may generate asbestos exposure such as: Disturbing or handling of asbestos containing materials or presumed-asbestos containing materials, asbestos abatement, demolition or removal of asbestos containing materials, etc. If your work requires you to disturb, damage, cut, grind, drill or otherwise alter any composite floor tile, pipe insulation or other materials in buildings built prior to 1980 that may contain asbestos you must first verify with Evolve Construction management that the material does not contain asbestos. If the material contains asbestos Evolve Construction will notify and require the appropriate persons to ensure that the materials are properly removed, handled and disposed of. Only licensed contractors will be engaged to abate, repair and cleanup disturbed or damaged asbestos containing materials.

Asbestos Awareness Training

All affected employees will attend two hours of asbestos awareness training prior to being assigned to work in any environment where it is reasonable to expect that asbestos containing materials could be encountered. This training will include how to



recognize asbestos containing materials, the potential health effects of asbestos exposure, the requirements of this policy, how to avoid exposure to asbestos hazards and any other pertinent information. Refresher training shall be conducted annually thereafter for as long as employees continue to work assignments in environments where it is reasonable to expect that asbestos containing materials could be encountered. All Asbestos Awareness training will be documented using the Safety Training Report (**Appendix F**) or other similar roster form.

Presumed Asbestos-Containing Materials

Workers are to assume that all existing composite floor tiles, pipe insulation, boiler insulation or other insulation materials in buildings built prior to 1980 contain asbestos. If presumed asbestos-containing material (PACM) is found during performance of the work, the following procedure will be followed:

- Workers observing PACM should immediately stop work
- Warn other workers nearby of the location of the PACM
- Contact and notify your supervisor.
- If the PACM has been disturbed or damaged, barricade the immediate area around the PACM to prevent potential exposure
- Do not enter the barricaded area until the area is deemed safe by Evolve Construction.

Potential Health Effects of Asbestos Exposure

Asbestos could enter the body through inhalation or ingestion of airborne asbestos contaminated materials. Once in the body, asbestos can cause a variety of harmful or fatal health effects including: Lung Cancer, Asbestosis, Mesothelioma.

Hygiene Practices

Should any employee accidentally contact asbestos containing or contaminated materials, the employee must thoroughly wash their hands and face with soap and running water prior to eating, drinking, using tobacco products, applying cosmetics or handling food, beverages or tobacco products.

Cell Phone / Hand Held Device Usage Policy

Definition: Mobile Hand Held Devices - Hand held devices may include cell phones, tablets, radios and other similar devices.

While At Work

The use of Mobile Hand Held Devices during working hours is restricted to business related purposes only except during normal breaks, lunches and as authorized by management. The only exception is for emergency calls (family illness, etc.).

While Operating Motor Vehicles and Equipment

Driver/operator inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as an Evolve Construction employee, but also the welfare of others who could be put in harm's way by inattentive driving.



Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Drivers may not use hand held devices to place calls or to send/read text messages or emails while operating a vehicle or piece of equipment. As a driver or operator, your first responsibility is to pay attention to the road and/or surroundings. When driving while conducting business on behalf of the company, the following applies:

Procedures:

- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, or send/read messages, pull off the road to a safe location and stop the vehicle before using your phone.
- The only exception to this policy is for calls placed to 9-1-1.
- If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
- When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
- Be concerned for your co-workers' safety. Ask them to call you back at a safer time if they call you while driving.
- Always adhere to state and local laws and ordinances.

Concrete & Masonry Operations

Safety Requirements for Concrete Construction

- All vertical and horizontal rebar, form stakes, metal silt fence stakes, metal and plastic conduit, pipes and similar items will be protected with approved caps or job-made wooden troughs to protect against impalement and injury.
- Workers operating concrete vibrators, pump nozzles and concrete buckets must wear appropriate eye and face protection. Long sleeve shirts are recommended to protect against the possibility of concrete burn and contact dermatitis.
- No employee is permitted to ride a concrete bucket.
- Vertical reinforcing steel for walls, piers, columns and similar structures must be adequately supported to prevent overturning and collapse. Uncoiled wire mesh must be adequately secured to prevent recoiling.
- Safe rigging practices must be implemented when handling concrete buckets. Employees controlling the concrete bucket must use tag lines.
- Formwork and shoring shall be designed by qualified persons and installed and used per the design. Shoring shall not be removed until requisite concrete strength has been confirmed.
- Bull floats and other concrete tools with conductive handles must be maintained safe distances from overhead power lines and other energized equipment.

Safety Requirements for Masonry Construction

- A limited access zone shall be established whenever a masonry wall is being constructed. The limited access zone shall meet the following requirements:
 - The limited access zone shall be established prior to the start of construction of the wall.
 - The limited access zone shall be equal to the height of the wall to be constructed



- plus four feet, and shall run the entire length of the wall.
- The limited access zone shall be established on the side of the wall which will be unscaffolded.
- The limited access zone shall be restricted to entry by employees actively engaged in constructing the wall. No other employees shall be permitted to enter the zone.
- The limited access zone shall remain in place until the wall is adequately supported to prevent overturning and to prevent collapse or until temporary bracing is installed to prevent overturning and collapse.
- All masonry walls over eight feet in height shall be adequately braced to prevent overturning and to prevent collapse. The bracing shall remain in place until permanent supporting elements of the structure are in place. Permanent supporting elements of interior walls will include the completion of exterior walls that are designed to prevent wind exposure of interior walls.

Confined Space Entry

Confined Space Entry Policy

No employee or subcontractor employee will be allowed to enter or work in any space that meets the definition of a **Permit Required Confined Space** without approval from the Evolve Construction superintendent or management. A detailed Confined Space Entry Permit (**Appendix Q**) and Procedure will be developed prior to entering any **Permit Required Confined Space**. OSHA Permit Required Confined Space regulations should be consulted for further direction prior to entry.

A **confined space** is any space that meets **all** of the following criteria:

- A space large enough and so configured that a person can bodily enter and perform work.
- A space that has limited means for entry and exit.
- A space that is not designed for continuous human occupancy.

A **permit required confined space** is any confined space, (as defined above) that also meets any **one** of the following criteria:

- Contains or has the potential to contain a hazardous atmosphere that may expose employees to the risk of death, incapacitation, or cause impairment of ability to self-rescue such as:
 - Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL).
 - Airborne combustible dust at a concentration that meets or exceeds its LFL.
 - Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.
 - Atmospheric concentration of any substance for which a dose or a permissible exposure limit has been established and which could result in employee exposure in excess of its dose or permissible exposure limit.
 - Any other atmospheric condition that is immediately dangerous to life or health.
- Contains a material that has the potential for engulfing an entrant.



- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.
- Permit required confined spaces **may** include, but are not limited to:
 - Storage tanks, tubs & silos
 - Utility pits, vaults or tunnels
 - Ventilation and exhaust ducts
 - Sewer or storm drains & manholes
 - Drilled Shafts
 - Pipelines, wells & shafts
 - Boilers & chimneys
 - Attics and crawl spaces
 - Open top spaces more than four feet in depth

Pre-Entry Requirements

- A competent person (Entry Supervisor) must evaluate the space and determine if any hazards exist in the space and what those hazards are.
- A competent person (Entry Supervisor) must conduct and document atmospheric monitoring of the space. The atmosphere must be tested for oxygen deficiency, toxic gases or vapors, combustible or flammable gases or vapors and any other potential hazardous atmosphere. Authorized entrants will be informed of the various potential hazardous atmospheres that may be present in the space. Authorized entrants and their representatives will be given the opportunity to participate in the air monitoring and will be provided with the results of the air monitoring for review prior to entering any confined space. Pre-entry and periodic air monitoring results will be recorded on the Confined Space Entry Permit form (**Appendix Q**).
- Employees will not be allowed to enter a space where IDLH (Immediately Dangerous to Life and Health) conditions are present until provisions are made to have qualified rescue service personnel immediately available on-site at the confined space.
- Any operating system or equipment found in the space must be locked out and tagged to prevent accidental operation.
- All lines that may convey dangerous substances into the space will be disconnected, blocked or effectively isolated to prevent dangerous atmospheres from developing including oxygen deficiency.
- The space will be emptied, flushed, or otherwise purged of dangerous substances or hazardous atmospheres to the extent feasible. Continuous ventilation of the occupied confined space is required when feasible or when hazardous atmospheres may develop.
- Entry attendants must be designated. At least one attendant will be required and located at the entrance to the space for the duration of the entry operations. A single attendant will not be allowed to monitor multiple confined space entry operations simultaneously.
- Rescue procedures must be established prior to entry into any Permit Required Confined Space. Non-entry rescue will be used in all cases where feasible and equipment for non-entry rescue will be provided and available at the site. Depending on the configuration of the space rescue equipment may include full body harness with lanyard, retrieval tripod & hoist, etc. Emergency phone numbers will be established for contacting local rescue and emergency services.



- Where entry rescue may be necessary, rescue and emergency services will be evaluated and selected based on their ability to respond in a timely manner, their proficiency to conduct a rescue from the space and if they are properly equipped and trained to conduct a rescue from the space. Where it is determined that entry rescue may be necessary, selected rescue personnel equipped with the necessary rescue equipment will be immediately available at the site. Acceptable emergency rescue shall be accomplished using one of the following emergency rescue service options:
 - Emergency rescue provided by the host facility, or
 - Emergency rescue provided by an outside service such as a private rescue contractor or local rescue squad which is given an opportunity to examine the entry site, conduct practice rescue drills, and decline as appropriate, or
 - Emergency rescue provided by the employer by selecting a rescue team of employees that is equipped and trained to perform the needed rescue services in accordance with the OSHA regulations.
- Communications procedures will be established that will be used between the authorized entrants and the attendants to maintain contact during the entry. This may require the use of two way radios, etc. when verbal communication cannot be maintained.
- Required personal protective equipment will be specified. This may include hard hats, safety glasses, protective clothing, gloves, respirator, harness, lifeline, etc.
- Other tools, equipment and safety procedures must be developed and specified.
- A confined space entry permit and entry plan must be completed, submitted and authorized by the Evolve Construction superintendent or management prior to entering the space.
- Confined space entry supervisors, entrants and attendants must be trained in the following areas:
 - Contents of the Confined Space Entry Permit and Plan and this policy & procedure.
 - OSHA prescribed and other assigned duties and responsibilities.
 - Known hazards in the permit required confined space and signs and symptoms of exposure to potential hazardous atmospheres.
 - Procedures in case of an emergency.
 - Correct use of personal protective equipment, atmospheric monitoring equipment and rescue equipment as required.
 - Atmospheric testing requirements.
 - Lock-out/ Tag-out procedures.
 - Fall protection if required.

Entry Supervisor Responsibilities & Duties

- The entry supervisor is responsible for ensuring that all "Pre-Entry Requirements" have been met as described in this program, on the entry permit or as required by the OSHA regulations.
- The entry supervisor is responsible for knowing the hazards that may be faced during entry including the signs, symptoms and consequences of exposure. The entry



supervisor is responsible for ensuring that the attendant and entrants are properly trained as necessary to safely perform their duties during the confined space entry.

- The entry supervisor must verify, by checking that the entry permit has been appropriately completed, that all specified tests have been conducted and that all procedures and equipment required by the permit are in place before endorsing the permit and allowing entry to begin.
- The entry supervisor will terminate the entry and cancel the permit as required when the entry operations have been completed, the permit expires, or a condition that is not allowed under the entry permit arises.
- The entry supervisor must verify that rescue services are available as required by the Pre-Entry Requirements of this program and that the means for summoning them are operable.
- The entry supervisor will remove unauthorized individuals who enter the space or who attempt to enter the space during entry operations.
- The entry supervisor will verify that the entry operations remain consistent with the terms of the entry permit and this program; and that acceptable entry conditions are maintained by conducting verification inspection and monitoring (atmospheric testing, etc.) on an **hourly basis** unless it is determined that more frequent verification inspection and monitoring is necessary.

Entry Attendant Responsibilities & Duties

- The attendant must know the hazards that may be faced during entry including the signs, symptoms and consequences of exposure.
- The attendant must be aware of the possible behavioral effects of hazard exposure in authorized entrants.
- The attendant must continuously maintain an accurate count of authorized entrants in the permit space and an accurate identity of authorized entrants in the space. This will be accomplished using the log on the Confined Space Entry Permit or similar log.
- The attendant will remain outside of the permit space during entry operations until relieved by another attendant.
- The attendant will communicate with the authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
- The attendant will monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and will order the entrants to evacuate the space immediately if any of the following conditions exists:
 - The attendant detects a prohibited condition, such as hazardous atmospheric conditions;
 - The attendant detects the behavioral effects of hazard exposure in an authorized entrant;
 - The attendant detects a situation outside of the space that could endanger the entrants; or
 - The attendant cannot effectively and safely perform all of his/her duties.
- The attendant will summon rescue and other emergency services as soon as the attendant determines that the entrants may need assistance to escape from permit space hazards.



- The attendant will warn any unauthorized persons that approach the space that they must stay away from the permit space and that they must exit the space immediately if they have already entered the space. If an unauthorized person enters the space the attendant will immediately notify the authorized entrants and the entry supervisor.
- The attendant will perform non-entry rescue of the entrants as specified in the rescue procedure on the entry permit. This may include the use of a retrieval system.
- The attendant will not perform any other duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.
- Evolve Construction employees serving as Entry Attendant will not be allowed to serve as Entry Attendant for employees of any other employer working in the same confined space. Instead the Evolve Construction Entry Attendant will communicate and coordinate with the Entry Attendant(s) provided by the other employers to ensure the safety of Evolve Construction Authorized Entrants.

Entrant Responsibilities & Duties

- The authorized entrants must know the hazards that may be faced during entry including the signs, symptoms and consequences of exposure.
- The entrants must properly use all equipment as specified on the entry permit.
- The entrants must communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space.
- The entrants must alert the attendant when the entrants recognize any warning sign or symptom of exposure to a dangerous situation or the entrants detect a prohibited condition.
- Entrants and other affected employees may request additional air monitoring of potential atmospheric hazards at any time.
- The entrants will exit the permit space as quickly as possible whenever:
 - An order to evacuate is given by the attendant or entry supervisor;
 - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
 - The entrant detects a prohibited condition, or
 - An evacuation alarm is activated.

Training Requirements for Employees Engaged in Confined Space Work

- Each employee working in or around confined spaces will be required to attend confined space training to ensure that they have the understanding, knowledge and skills necessary to perform their assigned work duties in or around confined spaces.
- Employee training for confined spaces will be required at the following times or under the following circumstances:
 - Before the employee is first given duties associated with confined spaces or confined space entry.
 - Before there is a change in the assigned employee duties.
 - Whenever there is a change in permit space operations that presents a hazard about which an employee has not already been trained.
 - Whenever the employee deviates from the permit space entry procedures required by this program or the OSHA regulations or there is reason to believe



that there are inadequacies in the employee's knowledge to safely use these procedures.

- All confined space employee training must be documented. Training records shall include employee's name, name & signature of the trainer and the date of the training. Subcontractor employee training records must be submitted to Evolve Construction prior to engaging in Confined Space Entry operations.

Annual Review

A review of this permit space program will be conducted using all cancelled and retained permits on an annual basis to determine the effectiveness of the program and to make revisions as necessary.

Cranes

Requirements for Cranes

- Prior to operating any crane on an Evolve Construction project, the subcontractor must submit a copy of a current annual inspection certification conducted by a third party (not an employee or subsidiary company of the subcontractor). Copies of these inspection certifications will be kept with each crane at all times.
- Prior to operating any crane on an Evolve Construction project, the operator's certification must be on file with Evolve Construction. Only crane operators that have been certified by an accredited crane operator testing organization will be allowed to operate cranes on Evolve Construction projects. Only certifications that are both type and capacity specific for the type of crane to be operated will be accepted.
- The crane operator will have the authority to stop hoisting activities. This authority will not be circumvented in any way.
- Each crane will be inspected each shift prior to use by a competent person, which will typically be the crane operator. Any deficiencies identified, that could affect safe operation, must be corrected prior to operation. Pre-shift crane inspections must be documented using the Crane Safety Inspection Report (**Appendix I**) or equivalent. Inspection reports shall be submitted to the Evolve Construction superintendent.
- Barricading will be installed, where a crushing hazard is presented by the crane's rear rotating superstructure to prevent employee access to the danger zone.
- Hoisting operations will be suspended when wind, lightning or other weather conditions create a hazard. Booms will be lowered as needed.
- All crane hooks will be equipped with an operable safety latch.
- A tag line will be attached to and used to control all hoisted loads as needed.
- Load charts, hand signals and other warnings shall be clearly posted at crane operator stations. Rated capacities, warnings and other manufacturer's recommendations shall be observed and shall not be exceeded.
- Prior to erecting cranes within regulated aviation glide slopes, near airports or in the vicinity of helicopter landing pads, Evolve Construction will ensure that proper notifications and precautions have been taken including obtaining permits that may be required from the FAA.
- The subcontractor shall establish swing routes for hoisting of materials to eliminate the need to hoist materials over personnel, equipment, occupied structures and



sensitive operations. Loads shall not be hoisted over occupied buildings, public sidewalks, streets or other occupied areas unless approved by Evolve Construction management. All overhead hoisting areas shall be considered limited access zones and properly controlled by the subcontractor conducting the hoisting activities.

- Modifications or additions that affect the structure or capacity of the crane shall not be made without written consent from the crane manufacturer.
- Prior to erecting and operating any crane, the work zone must be identified either by marking operating boundaries with flags, barricades, etc. and prohibiting operations beyond those boundaries, or by defining the work zone as the 360-degree area around the crane up to the crane's maximum working radius. Prior to operation it must be determined if any part of the equipment, load line or load could get closer than 20 feet to any power line. If it is determined that operations will get closer than 20 feet to any power line, one of the following options must be implemented:
 - Option #1: Confirm from the utility owner/operator that the power line has been de-energized and visibly grounded at the worksite.
 - Option #2: Ensure that no part of the equipment, load line, or load gets closer than 20 feet to the power line by implementing encroachment/electrocution prevention procedures specified in OSHA 1926 Subpart CC regulations.
 - Option #3: Determine the power line voltage by contacting the utility owner and the minimum safe approach distance permitted in Table A and implement encroachment/electrocution prevention procedures specified in OSHA 1926 Subpart CC regulations.

Table A – Minimum Clearance Distances From Overhead Power Lines	
Power Line Voltage	Minimum Clearance Distance
Up to 50 kV	10 Feet
Over 50 kV to 200 kV	15 Feet
Over 200 kV to 350 kV	20 Feet
Over 350 kV to 500 kV	25 Feet
Over 500 kV to 750 kV	35 Feet
Over 750 kV to 1,000 kV	45 Feet
Over 1,000 kV	As established by utility owner/operator or qualified registered professional engineer.

- The crane manufacturer's procedures applicable to the operational functions of the equipment, including its use with attachments shall be observed and complied with at all times. Equipment operation procedures including rated capacities/load charts, recommended operating speeds, special hazard warnings, instructions and operator's manuals must be readily available in the cab at all times for use by the operator. Rate capacities shall not be exceeded.
- Any crane requiring assembly/disassembly (A/D) at the site must be assembled and disassembled in accordance with the crane manufacturer's procedures and prohibitions. All assembly/disassembly will be directed by a competent and qualified A/D Director. This A/D Director must understand these procedures and prohibitions



and instruct the A/D crew accordingly. No personnel will be allowed to work under the boom during A/D of boom sections.

- Crane manufacturer's load charts are often developed for use under ideal conditions. Actual field conditions vary widely and are often not ideal conditions in comparison to the crane manufacturer's specifications. Therefore, the following guidelines must be followed:
 - The ground where the crane will be setup must be solid and able to support the weight of the loaded crane. Determine if underground utilities exist near where the crane will be set up.
 - Ensure the crane is level 360° and maintained during operation.
 - Extend outriggers fully or set per the manufacturer's recommendation for a particular lift configuration. Crane weight must be off the tires unless working from "on rubber" load charts.
 - Cribbing or mats under outrigger pads should be of sufficient size and properly placed to ensure adequate soil bearing.
 - Cranes should never be erected near the top of a steep slope, trench or excavation.

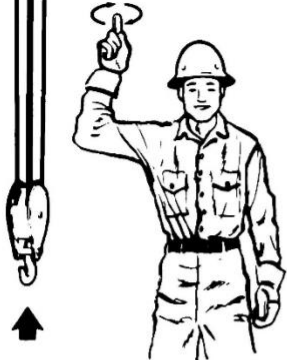
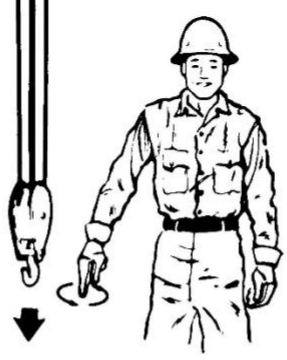
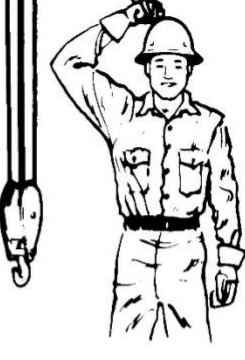
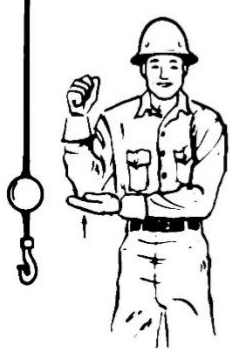
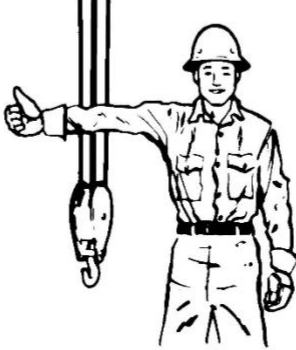
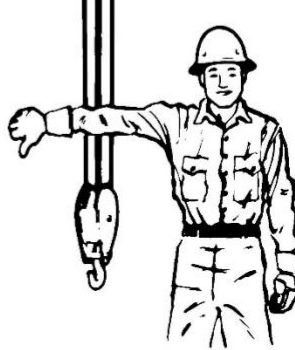
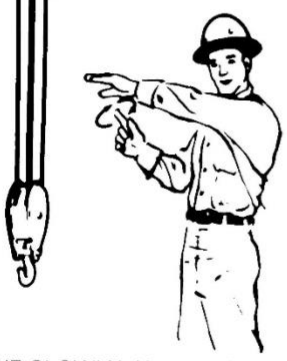

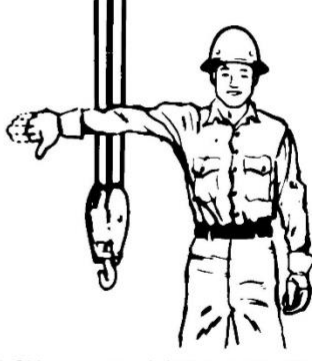
Critical Lifts & Capacity Lifts

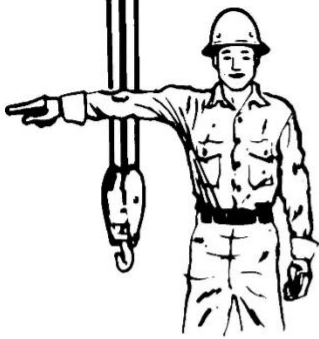


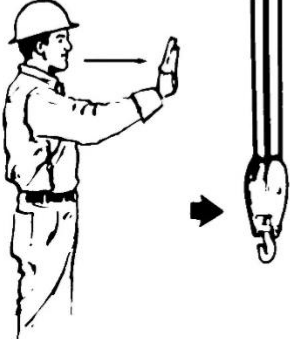

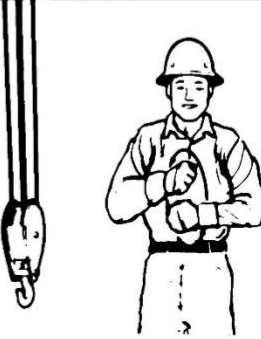


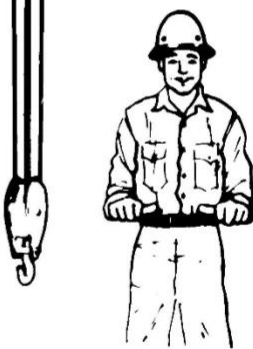
- Any load in excess of 75% of the crane's rated capacity as configured and tandem lifts (using 2 or more cranes simultaneously to hoist a load) will be considered a critical lift. All critical lifts will require a Critical Lift Plan (**Appendix R**) or other equivalent plan to be developed by a competent and qualified person to verify that the load can be safely handled. The required swing radius will be measured manually and net load capacity will be calculated taking into account all necessary deductions for rigging, jibs, headache balls, load blocks, etc.
- Any load in excess of 90% of the crane's rated capacity as configured will be considered a capacity lift and will require approval from the management of the crane supplier/subcontractor and the management of Evolve Construction before proceeding.

Hand Signals & Signal Persons

- Only trained and qualified personnel will be allowed to give signals to crane operators. Subcontractors shall submit signal person qualification documentation to Evolve Construction prior to signaling any crane operations. Documentation must 1)specify the type of signals (hand, radio, etc.) for which the signal person is qualified to use, 2)include the date of training and evaluation of the signal person, and 3)include the name of the person who conducted the training and evaluation.
- Only one person shall signal the crane at a time.
- Crane operators will observe a "stop" signal given by anyone.
- A signal person will be required in the following situations:
 - When the point of operation, meaning the load travel path or the area near or at load placement, is not in full view of the operator.
 - When the crane is traveling, the view in the direction of travel is obstructed.
 - Due to site specific safety concerns, either the operator or the person handling the load determines that it is necessary.

- Signals to operators will be by standard hand, voice or other audible signals.
- When hand signals are used the following standard signals shall be used.

 <p>HOIST. With forearm vertical, forefinger pointing up, move hand in small horizontal circle.</p>	 <p>LOWER. With arm extended downward, forefinger pointing down, move hand in small horizontal circle.</p>	 <p>USE MAIN HOIST. Tap fist on head; then use regular signals.</p>
 <p>USE WHIPLINE (Auxiliary Hoist). Tap elbow with one hand; then use regular signals.</p>	 <p>RAISE BOOM. Arm extended, fingers closed, thumb pointing upward.</p>	 <p>LOWER BOOM. Arm extended, fingers closed, thumb pointing downward.</p>
 <p>MOVE SLOWLY. Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly shown as example.)</p>	 <p>RAISE THE BOOM AND LOWER THE LOAD. With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.</p>	 <p>LOWER THE BOOM AND RAISE THE LOAD. With arm extended, thumb pointing down, flex fingers in and out as long as load movement is desired.</p>

 <p>SWING. Arm extended, point with finger in direction of swing of boom.</p>	 <p>STOP. Arm extended, palm down, move arm back and forth horizontally.</p>	 <p>EMERGENCY STOP. Both arms extended, palms down, move arms back and forth horizontally.</p>
 <p>TRAVEL. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.</p>	 <p>DOG EVERYTHING. Clasp hands in front of body.</p>	 <p>TRAVEL (Both Tracks). Use both fists in front of body, making a circular motion about each other, indicating direction of travel, forward or backward. (For land cranes only.)</p>
 <p>TRAVEL. (One Track) Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body. (For land cranes only.)</p>	 <p>EXTEND BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing outward.</p>	 <p>RETRACT BOOM (Telescoping Booms). Both fists in front of body with thumbs pointing toward each other.</p>



Hoisting Personnel

Cranes shall not be used to hoist personnel unless conventional means of access including ladders, scaffolds and aerial lifts are infeasible due to structural design or site conditions or would create a greater hazard. If personnel must be hoisted with a crane all of the OSHA requirements governing the hoisting of personnel must be met including the use of anti-two block devices, a properly designed platform, performing a trial lift and holding a pre-lift meeting. Riding crane hooks, headache balls or materials and equipment as they are being hoisted is prohibited.

Electrical Safety

General Requirements

- Prior to using any 120 volt (15 or 20 amp) receptacle outlets on construction sites, employees must ensure that the outlet is protected by a ground fault circuit interrupter (GFCI). Where outlets are not equipped with a GFCI, portable (pigtail type) GFCI protection will be provided and used.
- Receptacle outlets on portable generators must be protected by a GFCI, or portable (pigtail type) GFCI protection will be required and used.
- Extension cords must be of the three-wire type and shall be designed for hard or extra-hard service. Romex shall not be used as a flexible cord. Flexible cords shall be protected from damage and shall not be exposed to vehicle or equipment traffic, pinch points, or sharp edges.
- Electrical cords shall not be exposed to wet or damp locations unless properly rated for wet or damp locations.
- Cords shall be kept clear of walkways and aisles to prevent tripping hazards.
- Flexible cords shall not be frayed, worn, or damaged. Cords shall not be spliced. Insulation shall be free of damage. Cord ends shall have proper strain relief devices to prevent pull from being transmitted directly to joints or terminal screws.
- Each employee must inspect cords daily prior to use. Damaged cords must be repaired or tagged "Danger Do Not Use" and removed from service. Cords will not be repaired with electrical tape.
- Welding leads shall be maintained in safe condition and repaired as needed. Splices and repairs shall not be made within 10 feet of the electrode holder.
- All electric tools and equipment shall be of the three-wire grounded type or double insulated.
- All grounding pins shall be intact and the path to ground from all circuits, equipment, tools, etc. shall be permanent and continuous.
- Temporary lights shall be suspended at least 7 feet from the floor and bulbs shall be protected by guards. Temporary lights shall not be suspended by their electric cords.
- Clear access of at least 3 feet shall be maintained in front of switchboards and panel boxes.
- Switchboards and panel boxes shall have no openings allowing access/exposure to unprotected energized components. Access to energized equipment shall be restricted to qualified electrical personnel.
- All electrical equipment and circuits shall be de-energized, rendered inoperative,



locked and tagged at the disconnect or point where de-energized before service or repairs begin. The objective is to achieve a “zero” energy state prior to beginning work. (See Lock-Out/Tag-Out procedures in this SHMP for more information.)

- All Evolve Construction employees are considered to be “Unqualified” as it relates to energized electrical work and as such must maintain a minimum clearance of 10 feet from all exposed energized electrical parts, equipment or conductors including power lines up to 50kV. Greater clearance distances are required for higher voltages. Employees shall consider all exposed electrical parts/circuits as energized and shall maintain proper clearance distances.
- Each subcontractor must provide training for affected employees in electrical safety related work practices to include at least the following:
 - Requirements for GFCI usage.
 - Grounding requirements for power tools and cords.
 - Condition inspection requirements for power tools and cords.
 - How to recognize electrical installations that may pose a shock/electrocution hazard.
 - Notice of prohibition to work on any energized electrical installations, conductors or equipment.
 - Required clearance distances.
 - Lock-Out/Tag-Out Procedures.

Portable Generators

- All portable generators must be properly grounded.
- To avoid equipment damage, do not make or break electrical receptacle connections under load.
- Do not operate in enclosed spaces. Operate in well ventilated areas.
- Do not remove fuel cap or re-fuel while the engine is running or hot.

Energized Work & Arc Flash Protection

Policy

This Energized Work & Arc Flash Protection policy is founded on the principle of avoiding energized work unless it is infeasible to de-energize or it would create a greater hazard to de-energize.

Standard Operating Procedure

It is the goal of Evolve Construction to control the arc flash hazard, which occurs during the maintenance and service of electrical system equipment. To reduce the potential for arc flash occurrences, the following standard operating procedures will be applied:

- 1) De-energize all circuits before performing any maintenance on them.
- 2) Ensure that all possible sources of supply are found and open disconnecting devices for each source.
- 3) Apply Lock-out/Tag-out devices in accordance with the Evolve Construction Lock-out/Tag-out procedures.
- 4) Test voltage on each conductor to verify that it is de-energized.
- 5) Apply grounding devices where stored energy or induced voltage could exist or where de-energized conductors could contact live parts.



Fall Protection & Prevention

Fall Protection Policy

Evolve Construction and all subcontractors will take all practical measures to eliminate, prevent, and control fall hazards. All work will be planned with the intent to eliminate identified fall hazards. When a fall hazard has been identified and cannot be eliminated, then effective means of fall protection will be implemented.

Fall protection is required for all workers at all times (100% Fall Protection) when exposed to falls to lower levels of 6 feet or more. This 6-foot fall protection policy is to be applied to all work locations and activities on construction sites including work from scaffolds and during steel erection activities. The only exception to the 6-foot fall protection policy is for work from an appropriate ladder.

Approved Fall Protection Systems & Criteria for Evolve Construction:

- **Personal Fall Arrest Systems:**

- Personal fall arrest systems shall consist of equipment meeting ANSI standards including a full-body harness, shock absorbing lanyards (2-leg type when needed), approved anchorage connectors and anchor points. Self-retracting lifelines, horizontal lifelines and vertical lifelines used in conjunction with a rope grab may also be used as part of a personal fall arrest system.
- All snaphooks on lanyards and lifelines must be the double-locking type.
- Body belts are not allowed as part of a personal fall arrest system.
- Body harnesses must be properly adjusted to fit snugly with all straps properly connected.
- Each employee must visually inspect their personal fall arrest equipment prior to each use for damage or defects. Personal fall arrest system inspections should be documented on a weekly basis using the Personal Fall Arrest System Inspection Report (**Appendix O**). Damaged or defective fall arrest equipment shall not be used and shall be removed from service, destroyed and then disposed of.
- Points of anchorage for lanyards and lifelines should be capable of supporting 5,000 lbs. per person attached. When in doubt, have a qualified person evaluate your anchor point.
- Personal fall arrest equipment shall not be used for any other purpose such as in place of rigging equipment to hoist materials.
- Never attach one lanyard to another lanyard to increase its length. A snaphook should never be attached to another snaphook. Only attach snaphooks to the D-ring on your harness and to proper points of anchorage and anchorage connectors.
- Prior to using a personal fall arrest system, a plan will be developed to ensure that fall victims can be rescued promptly (within 10-15 minutes) or are able to rescue themselves.

- **Floor Hole Covers:**

- All floor penetrations 2 inches or larger must be protected with a cover capable of supporting a minimum of twice the maximum intended load to be applied to it.



- All floor hole covers must be securely fastened or cleated to prevent accidental displacement.
- All floor hole covers must be labeled or marked “Danger – Hole Cover” or similar warning.
- **Safety Nets:**
 - When used safety nets must be designed and installed by qualified persons.
 - Nets must be “drop tested” after installation and subsequently at 6-month intervals using a 400-pound bag of sand.
 - Nets must be inspected before each shift for damage. All material and debris must be removed from nets as the work progresses.
- **Guardrail Systems:**
 - Personnel are not required to use personal fall arrest systems when working in areas that are protected by a proper guardrail system, except when working from the platform of an aerial lift or when employees must lean over or reach through guardrail systems.
 - Guardrail systems must consist of at least a top rail, mid rail and toe board where necessary to protect against falling objects. The top rail of a guardrail system must be capable of resisting a 200 lb. force outward or downward without failure or deflecting more than 3 inches or below a height of 39 inches. The mid-rail of a guardrail system must be capable of resisting a 150 lb. force applied outward or downward. The toe board of a guardrail system must be capable of resisting a 50 lb. outward force.
 - Leaning against, climbing or standing on any part of a guardrail system is prohibited.
 - Standard guardrail systems should never be used as an anchor point for personal fall arrest systems.

The following table provides minimum specifications for the construction of guardrails systems.

Construction Criteria	Wooden	Steel Pipe	Steel Angle Iron	Wire Rope/Cable
Height of Top Rail	42" (+/- 3")	42" (+/- 3")	42" (+/- 3")	42" (+/- 3")
Height of Mid Rail	21"	21"	21"	21"
Height of Toe Board	3 ½"	3 ½"	3 ½"	3 ½"
Top Rail Size	2x4	1 ½" Schedule 40	2"x 2"x ¼"	3/8" Diameter
Mid Rail Size	2x4 or 1x6	1 ½" Schedule 40	2"x 2"x ¼"	3/8" Diameter
Toe Board Size	1 x 4	¼" Plate or Wood	¼" Plate or Wood	¼" Plate or Wood
Post Spacing	8'	8'	8'	(See Note)
Post Size	2x4	1 ½" Schedule 40	2"x 2"x ¼"	(See Note)
Note: Post spacing and size for wire rope guardrails to be determined by a qualified person.				



- **Warning Line Systems:** Evolve Construction employees and subcontractors may be allowed to work using the protection of a Warning Line fall protection system on newly constructed roof decks or existing roofs where the slope of the roof is less than or equal to a pitch ratio of 4:12 (rise:run). Workers may only be protected using a Warning Line System once roof decking has been installed and completely fastened in place. When used Warning Line systems must conform to the following requirements:
 - The warning line shall be erected around all sides/edges of the roof work area.
 - The warning line shall be erected not less than 6 feet from the roof edges when protecting roofing contractor employees and not less than 15 feet from the edges when protecting non-roofing workers such as HVAC contractor employees.
 - Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
 - When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
 - Warning lines shall consist of ropes, wires, or chains, and supporting stanchions. Caution/danger tape will not be used as warning line.
 - The warning line rope, wire, or chain shall be flagged at not more than 6-foot intervals with high-visibility material.
 - The warning line rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
 - After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge.
 - The warning line rope, wire, or chain shall have a minimum tensile strength of 500 pounds.
 - The warning line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
 - No employee shall be allowed in the area between a roof edge and a warning line unless the employee is protected by a personal fall arrest system, guardrail system or safety net system
- **Positioning Devices:**
 - Positioning devices are allowed for use while tying rebar or working on the face of concrete wall forms. Positioning devices must have double-locking snaphooks.
 - Positioning devices must be used in conjunction with a shock absorbing lanyard or self-retracting lifeline when workers are exposed to falls in excess of 6 feet.



Fall Hazard / Fall Protection Training

Workers exposed to fall hazards that cannot be eliminated will be uniformly equipped and trained to recognize fall hazards and the procedures to follow to minimize these hazards. Additional training or re-training will be provided when observations indicate there is a deficiency in training, when fall hazards in the work place change for which training has not already been conducted or when new fall protection equipment or systems are introduced. Fall protection training will be documented. Training records will document who was trained, the date of the training and signature of the trainer. Subcontractors will be required to submit fall protection training documentation for their employees working at height on Evolve Construction projects.

Fire Protection & Prevention

Fire Protection

General Requirements.

- All firefighting equipment must be inspected on a regular basis and maintained in proper working condition.
- Each employee must be trained and familiar with escape routes, locations of exits, the location of firefighting equipment, the safe use of fire extinguishers and the risks involved with incipient stage firefighting. All fire exits and paths of egress shall be kept unobstructed, unlocked and marked.
- Remember the **P.A.S.S.** method for fire extinguisher operation. **P = Pull** the pin, **A = Aim** at the base of the fire, **S = Squeeze** the handle, **S = Sweep** side to side.

Fire Extinguishers.

- Portable fire extinguishers will be visually inspected on a monthly basis to ensure that they are maintained in an operable condition. Annual fire extinguisher maintenance inspections will be conducted by an authorized third party.
- All fire extinguisher locations shall be marked.
- Fire extinguishers having at least a 2A rating will be provided and conspicuously located on all Evolve Construction projects as follows:
 - In all site offices.
 - At least one on each floor of each building under construction.
 - At least one on each floor adjacent to each stairway.
 - Such that the travel distance to a fire extinguisher does not exceed 100 feet in the building under construction.
- Fire extinguishers having at least a 2A-10B-C rating will be provided and conspicuously located as follows:
 - On all gas, diesel or propane powered mobile equipment.
 - Within 50 feet of wherever more than 5 gallons of flammable liquids or 5 pounds of flammable gas are being used or stored.
 - Within 50 feet of oxygen and acetylene or flammable gas storage areas.
 - In the immediate vicinity of where welding or torch cutting work is being performed.



- Fire extinguishers having at least a 2A-20B-C rating will be provided and conspicuously located as follows:
 - Within 75 feet but not closer than 25 feet to bulk flammable liquid fuel storage tanks.
 - Within 75 feet but not closer than 25 feet to on-site refueling areas

Fire Department Access.

- Trucks, material and equipment will be positioned at work sites to maintain unobstructed access at all times by fire department apparatus.
- During working hours, access roads into and around the site will be maintained in a condition free of mud and obstacles such that fire department apparatus access will not be obstructed.
- Trucks, material and equipment will be positioned at work sites to maintain unobstructed access to all fire hydrants.

Fire Prevention

General Requirements.

- Open burning of combustible materials is prohibited.
- Combustible waste and debris must be removed on a daily basis.
- Flammable and combustible solvents shall not be used as cleaning agents.

Compressed gas cylinder storage.

- Cylinders must be stored with valve caps securely in place when not in use.
- Cylinders must be secured in an upright position at all times, including when transported in vehicles.
- Fuel and oxygen cylinders must be separated by 20 feet or more when not in use. Cylinders will be considered “in use” if they will be used again within 24 hours.
- Empty cylinders must be stored separately from full cylinders.

Flammable Liquid Storage and Dispensing. (Gasoline, Diesel, etc.)

- Flammable liquids in excess of 5 gallons must be stored outside and at least 20 feet from any structure or in a properly constructed flammable liquid storage cabinet.
- Flammable liquids will be stored in UL approved portable safety cans or approved and vented bulk storage tanks. Gasoline, diesel and other fuels must not be stored in plastic containers.
- All containers must be marked to indicate what it contains and appropriate hazard warnings.
- Flammable liquid storage areas must be posted with “NO SMOKING” signs.
- All bulk gasoline or diesel storage tanks/drums must be surrounded by a 12 inch high earthen berm or have other secondary containment.
- Bulk storage tanks will be grounded and when dispensing flammable liquids, the containers will be bonded.
- Engines must be shut off when refueling vehicles and equipment. Allow small equipment to cool before refueling. No smoking or other open flames are permitted in refueling areas. Clean up any fuel spillage before starting engines.



Hand & Power Tools

General Requirements

- Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them. Supervisors will be responsible for ensuring proper instruction is provided as needed.
- All hand and power tools must be kept in good condition through regular inspection and maintenance. Keep tools clean and sharp for safe operation. Each employee is responsible for inspecting hand and power tools before each use.
- Hand and power tools must be used according to manufacturer's instructions and guidelines.
- Appropriate personal protective equipment must be worn when using hand or power tools.
- Before servicing, repairing, adjusting or changing any accessory including bits, blades or grinding wheels on any electric, air or other powered tool or piece of equipment, it must be unplugged or otherwise disconnected from the power source. The plug end (power source) must be in the control of the person servicing the tool at all times. If disconnection is not possible its power source must be locked out and tagged. The battery must be removed prior to servicing any battery operated saw, grinder, etc.
- Disconnect the power supply of power tools when not in use for extended periods.
- Keep unnecessary persons at safe distances from the work area when using power tools.
- Place your work on saw horses or other suitable surface and secure your work with clamps or a vise to free up both hands to operate the tool. Using both hands to hold a power tool can help you control the tool in the event that a drill bit, saw blade or grinding wheel suddenly stalls causing it to "kick back".
- Power tools will operate better, faster and safer when excessive force is avoided.
- Be sure to maintain good footing and balance when using hand and power tools. Keep your work area clean to avoid slip, trip and fall hazards.
- Appropriate clothing should be worn when using tools. Loose clothing, untucked shirts, unbuttoned sleeves and jewelry could get caught in moving or rotating power tools causing serious injury. Long hair and long beards must be secured and tucked inside your shirt before operating any rotating tools or equipment.
- Tools should not be modified in any way. Any tool that becomes damaged or is otherwise unsafe for use must be removed from service and tagged "Danger – Do Not Operate" and ultimately removed from the work area.

Hand Tools

- Impact tools such as chisels, wedges, drift pins, etc. must be maintained to prevent mushroomed heads.
- Wooden handled tools such as hammers must not be splintered or cracked. All tool handles must be maintained in a tight condition.
- Hand tools must be used for the purpose for which they were designed. Always use the right tool for the job.



- When using utility knives and other similar cutting tools, always cut in a direction such that the blade is facing away from your hands and body. A simple slip of the blade could seriously injure you or someone else.
- Do not throw tools from one employee to another.

Electric Power Tools

- Power tools must never be carried, hoisted or lowered by the cord.
- Never yank on a cord to disconnect it from the receptacle or another cord. Instead unplug it by grasping and pulling on the plug end.
- Electric power tools must not be used in explosive or flammable atmospheres unless they are suitable for these environments including the electrical connections.
- Saws including hand-held circular saws, miter saws and table saws must be equipped with guards that cover the blade's teeth along the entire circumference of the blade except where the blade is in contact with the work material. Guards must not be removed or made inoperative.
- When using a circular saw to make a partial cut, turn the saw off once you reach the end of the desired cut, then allow the saw blade to coast to a stop before removing the saw blade from the material. This will reduce the likelihood of kick-back.
- Electric power tools must be equipped with appropriate safety switches from the manufacturer. Safety switches and devices must not be removed or made inoperative.
- Electric tools must have a three-wire cord with ground pin intact unless it is double insulated.

Portable Abrasive Wheel Tools (Including Grinders)

- All grinders and abrasive wheel saws must be equipped with guards as supplied from the manufacturer. Guards must not be removed.
- Grinding disks and wheels will be checked to verify they are compatible with the grinder and are rated for the operating speed (rpm) of the grinder.
- Grinders will be equipped with all handles as supplied by the manufacturer and shall be used at all times.
- Abrasive wheels should be "ring tested" to detect cracks before being installed on the tool.

Powder Actuated Tools

- Only trained and authorized workers will be allowed to operate a powder actuated tool. Operator training cards must be kept in your possession while using powder actuated tools.
- Powder actuated tools shall not be used in a confined space or flammable/explosive atmospheres.
- Powder actuated tools shall not be loaded until just before being fired.
- Powder actuated tools shall not be left loaded when not in use or unattended.
- Powder actuated tools shall not be pointed towards anyone including yourself.
- Misfire cartridges are to be placed in water for five minutes.



Pneumatic Power Tools & Compressors

- Clips, whips or retainers are required at each air hose coupling and to prevent attachments from being ejected from the tool.
- Compressed air must not be used to blow dust or dirt from your clothes or body.
- Air compressor tanks and other air pressure vessels will be drained of water condensation at the end of each shift.
- All pneumatic nail guns must have operable muzzle contact safety mechanisms.
- Pneumatic nail guns must be disconnected from the air supply when unattended.

Chainsaws and Handheld Gas Powered Abrasive Saws (Quickie Saws)

- Mandatory PPE includes hardhat, safety glasses, face shield, hearing protection, gloves and steel-toe boots. Chainsaw chaps are also required when operating a chainsaw.
- Before you start the engine, make sure the blade is not contacting any object.
- Never start the saw until you are at the location where you intend to use the saw.
- Do not allow other persons to be near the power saw when starting or cutting.
- Never start cutting until you have a clear work area and secure footing.
- Always hold the saw firmly with both hands when the engine is running. Use a firm grip on the handles.
- Keep all parts of your body away from the saw blade when the engine is running.
- Do not cut with the saw above your head to guard against kickback and to help prevent back injuries.
- Always shut off the engine before setting down the saw.
- Operate gas powered saws in well-ventilated areas only.
- When operating a saw, be aware of the stresses in the item being cut. Pinching may result on the compression side. Sudden breaks may result on the tension side.

Hot Work, Welding & Cutting

“Hot work” is defined as the use of open flames, other heat sources and/or spark producing devices in areas where combustible materials may be present/exposed or where there is potential for explosion or fire. Hot work activities include burning, welding, cutting, grinding or other operations that produce a flame or sparks that could cause catastrophic results if not controlled.

General Requirements

- Welding and cutting equipment shall be inspected daily prior to use. Damaged, defective or otherwise unsafe equipment shall not be used, be removed from service, and tagged for repair by authorized persons.
- Welding screens will be used to protect workers from welding flash.
- Welding shall not be permitted on any metal where preservative coatings, paints or galvanizing are present. These coatings must be removed using proper methods prior to beginning any welding work. Welding shall not be permitted on any exotic base metals such as cadmium, zinc, mercury or beryllium until proper ventilation and/or respiratory protection is provided.
- Each employee and worker involved in conducting or supervising hot work operations



must be experienced and/or trained as necessary prior to beginning any hot work.

The training will consist of:

- A review of the work to be performed.
- Procedures for the safe operation of welding/cutting equipment and cutting/welding processes.
- Precautions to be taken to prevent fire and injury.
- Proper use of fire extinguishers.
- Emergency procedures in the event of a fire.
- Duties of fire watch personnel.

Gas Welding/Burning

- All cylinders are to be used, stored and transported in an upright position. Regulators will be removed and cylinder valve caps securely replaced when not in use.
- Fuel and oxygen cylinders must be separated by 20 feet or more when not in use. Cylinders will be considered "in use" if they will be used again within 24 hours.
- Use only friction type igniters (strikers) to light torches; do not use matches or cigarette lighters.
- Keep oil and grease away from oxygen regulators, hoses and fittings.
- Do not use oxygen to displace other gases; do not use oxygen to blow debris off your clothing.
- Keep cylinders away from heat, sparks and slag.
- Flame arrestors will be installed on oxygen and acetylene regulators.

Hot Work Permit Policy

When employees or subcontractors are performing Hot Work inside existing finished or occupied buildings, adjacent to existing finished or occupied buildings, where there is substantial potential for fire based on site conditions, the contractor performing the hot work will complete a Hot Work Permit (**Appendix S**) to be approved by the Evolve Construction superintendent to ensure fire related hazards have been evaluated and controlled. A Hot Work Permit will be valid only for the date and shift that is stated on the permit.

Prior to performing hot work when a Hot Work Permit is required, the Evolve Construction superintendent and the subcontractor performing the hot work will conduct an inspection of the work area to evaluate fire hazards and the following additional precautionary measures will be taken:

- To the extent that it is feasible, floor openings, etc. will be completely covered in such a way to prevent sparks and slag from falling to levels below.
- Fire extinguishers will be provided in the immediate work area.
- No flammable or combustible materials (cardboard, paper, wood, flammable liquids, etc.) will be stored within 35 feet in any direction.
- Combustible/flammable materials that cannot be moved must be covered with welding blankets or other suitable shielding material.
- At least one fire watch person will be assigned. Additional fire watch personnel will be assigned as needed in adjacent areas or floors where sparks or fire could extend. Worker(s) designated as fire watch will be trained and remain on duty during lunch/breaks and for a minimum of 30-minutes after work has ended.



Housekeeping, Material Storage & Sanitation

A sign of quality work is a clean and organized work area. A clean and organized work site is the start of a safe work site. Evolve Construction will maintain clean and organized operations free from scrap material, trash and debris. All areas must give the direct and obvious impression of a clean and orderly work place at all times.

The following are the minimum housekeeping, material storage and sanitation requirements for Evolve Construction operations:

- All work locations and storage areas shall be kept clean and orderly at all times.
- Materials shall be stacked and stored so that they will not create a falling, lifting or tripping hazard.
- Materials must not be stored where they block access to fixed ladders, stairways, electrical breaker boxes and disconnects, firefighting equipment or other emergency equipment.
- Stored material must be kept at least 6 feet from unprotected floor openings and at least 10 feet from unprotected floor perimeters.
- Slippery or wet areas created by spills must be cleaned up immediately to prevent slips or falls.
- All protruding nails in scrap lumber and crates must be removed, bent, or otherwise protected to eliminate puncture hazards.
- Flammable debris, scrap material and other waste will be removed from the work area as the work progresses and at a minimum, on a daily basis.
- When scrap and debris is removed from upper floors it shall be removed by forklift, material hoist, or enclosed chutes. Throwing or dropping materials from upper floors or roofs is not permitted.
- Access/egress doors, walkways and stairways will not be blocked with equipment, material, tools, ladders, scaffolds, welding leads, air hoses or electrical cords at any time.
- Roadways and fire lanes will not be blocked with trucks, equipment, material or any other obstruction at any time.
- Trash containers must be provided and placed at appropriate locations as needed and required.
- Temporary toilets will be provided on all sites. A minimum of one temporary toilet will be provided for each 10 employees. Each temporary toilet must be serviced a minimum of once per week. Subcontractors are required to provide their own temporary toilets unless contractual arrangements are made with Evolve Construction to provide temporary toilets for subcontractors.
- An adequate supply of fresh drinking water with disposable single service cups and sanitary dispenser or bottled water will be supplied at all work sites. Subcontractors are required to provide their own drinking water unless other provisions have been made.



Ladders, Stairways & Ramps

General Requirements

- Where employees must access elevated areas where there is a change in elevation of 19 inches or more, a ladder, stair or ramp will be used.
- Ladders will be used to access truck beds, trailers, loading docks and other similar elevated surfaces. Jumping from the elevated surfaces including trucks and trailers is prohibited.
- Stairs, ladders and ramps will be structurally sound and capable of supporting intended loads without excessive deflection.

Ladders

- Read and follow the manufacturer's instructions labels affixed to the ladder. Labels that become illegible will be replaced.
- All ladders will conform to OSHA and ANSI standards.
- Job made ladders will only be allowed as determined by Evolve Construction.
- Ladders used to access upper levels must extend past the bearing point no less than 36 inches.
- When ladders are used to access upper levels, they must be secured at the base (when necessary) and at the top by tying to prevent displacement. Alternatively, secure the ladder by having a second person hold it.
- Only ladders with non-conductive side rails shall be used. Aluminum or other conductive ladders shall not be used on Evolve Construction projects.
- Each contractor is required to inspect ladders daily prior to use. Ladders with loose, cracked, broken or bent rungs, steps or side rails or other visible damage or defects must be immediately removed from service, tagged "Danger – Do Not Use" and ultimately removed from the site.
- All ladders must be rated for commercial or industrial use and shall have a duty rating of no less than 250 pounds. At no time shall ladders be loaded in excess of its rated capacity.
- Ladders shall be used only for the purpose for which they were designed. Ladders shall not be used horizontally, as a substitute for scaffolding, or in any other manner not intended by the manufacturer or its design.
- Stepladders must only be used in the fully opened position with spreaders locked, on firm and level surfaces with all 4 legs on solid footing.
- Never attempt to move or adjust the position of a ladder while occupied. "Walking" ladders is prohibited.
- Do not climb higher than the fourth rung from the top on straight or extension ladders. Standing on the top or top step of step ladders is prohibited.
- Straight and extension ladders must be set up using the 4 to 1 ratio rule. The base of the ladder should be set out 1 foot horizontally for each 4 feet of ladder length.
- All portable ladders will be equipped with slip resistant feet.
- Ladder landing areas must be kept clear of items and debris that could create a tripping hazard.
- Make sure your shoes and the ladder rungs are dry, free of mud, snow and grease



before climbing.

- When climbing, descending or working from ladders employees must always face the ladder. Always grasp the rungs instead of the side rails when climbing or descending ladders. Carry tools in a tool belt not in your hands. Use both hands when climbing or descending ladders, at least one hand must be in contact with the ladder at all times while climbing or descending. Never slide down a ladder.
- Carrying large, heavy or bulky items such as toolboxes, large or heavy pipe or large ductwork while climbing or descending a ladder is prohibited. If material must be handled, raise or lower it with a rope, chain hoist, duct jack or roustabout pipe hoist.
- Never lean too far to the side when working from ladders. Keep your belt buckle within the side rails. Move the ladder closer to the work position as needed to avoid excessive leaning or reaching.
- Personal fall arrest systems (harness, lanyard, etc.) are required when working from a ladder positioned adjacent to unprotected sides or edges such that a fall from the ladder could result in a fall to a lower level of 6 feet or more.
- Never use chairs, buckets, boxes or other makeshift devices in place of a proper ladder.
- Ladders shall not be set up in passageways, doorways or in front of closed doors unless proper precautions have been taken including barricades and warning signs.
- Tools shall not be left on top of stepladders.
- Each subcontractor must train their employees in the safe and proper use of ladders prior to use on Evolve Construction projects.

Stairways

- Stairways having four or more risers or rising 30" or more will have a stair rail system at least 36" high on each unprotected side prior to being used by Evolve Construction employees.
- Stairways having four or more risers or rising 30" or more will have a hand rail 30" – 37" high on at least one side prior to being used by Evolve Construction employees.
- Stairways having a combination handrail/stair rail system will have a top rail height of 36"-37" on each unprotected side prior to being used by Evolve Construction employees.
- Metal pan stairs will not be used on Evolve Construction projects for access to upper levels until the tread and landing pans are poured with concrete or filled with other suitable temporary materials.

Ramps

- Ramps will be designed by a competent person and will be capable of supporting without failure 4 times the maximum intended load.
- Ramps will be securely fastened at one or both ends to prevent accidental displacement from their supporting surfaces.
- Ramps shall be at least 18 inches in width.
- Guardrails will be installed on any open side of a ramp where a fall hazard exposure in excess of 6 feet exists. Guardrails will consist of top rail, mid-rail and toe board.



Lead

Policy

Due to the nature of Evolve Construction work activities it is unlikely that Evolve Construction employees will be subjected to lead containing materials and subsequent exposure. Therefore, it is the policy of Evolve Construction that employees are prohibited from engaging in activities that typically generate hazardous lead exposure such as: Disturbing lead containing materials in such a way that they become airborne, lead abatement, removal of lead based paints/coatings, etc. Only licensed contractors will be engaged to abate, remove and cleanup lead contaminated materials.

Lead Containing Materials

Lead could be contained and encountered in the following materials: Lead paints (typically prior to 1978), roof vents/flashing, lead-acid batteries, solder, radiation shielding, existing plumbing installations, ballasts/weights. Law requires that only certified lead renovation contractors are allowed to disturb lead painted surfaces in excess of established quantities. Company policy requires that you not disturb any painted surfaces in buildings built prior to 1978 until authorized by management.

Potential Health Effects of Lead Exposure

Lead could enter the body through inhalation or ingestion of airborne lead contaminated materials. Once in the body, lead can cause a variety of harmful health effects including: Nervous system damage, kidney and urinary system damage, reproductive system damage, decreased fertility, anemia and other blood disorders.

Hygiene Practices

Should any employee contact lead containing or contaminated materials, the employee must thoroughly wash their hands and face with soap and running water prior to eating, drinking, using tobacco products, applying cosmetics or handling food, beverages or tobacco products.

Lifting Procedures & Precautions

- Before lifting the load, think of alternate means of moving it. Can the load be lifted, pushed, pulled or rolled with a dolly, hand truck, wheelbarrow, chain hoist, duct jack, pipe hoist, or cart.
- Before lifting a load, check your path of travel for obstacles and other hazards. Prop open any door that is the path of travel. Determine where you will place the load and make sure the landing place is prepared.
- Have firm footing and make sure the standing surface is not slippery.
- Determine the best way to hold the load using any handles, gripping areas or special lifting tools. Get a firm grip on the load.
- Keep your back straight by tucking your chin in.
- Tighten your stomach muscles and lift with your legs.
- Lift the load slowly. DO NOT JERK!
- Hold the load as close to the body as possible. Be sure you position the load close to the body before lifting.



- Do not twist during your lift or when moving the load. Turn with your feet, not with your back.
- Set the load down gently. Use your legs and keep your back as straight as possible.
- Be sure your fingers are out of the way when putting the load down and when moving the load through tight spaces.
- Don't try to be a hero, ask for help if you need it and use mechanical means whenever it's available.

Lock-Out / Tag-Out

Purpose of Lock-Out / Tag-Out Policy

This establishes policy for protecting employees who must perform construction, demolition, service and maintenance of installations (such as process piping, boilers, mechanical systems, electrical systems, conveyors, trucks, forklifts, boom lifts, etc.) in which the unexpected re-energizing or start-up of the installations, or release of stored energy could cause injury to employees. Service or maintenance includes servicing, repairing, adjusting, inspecting, cleaning, altering, constructing and similar activities. This policy will ensure that installations are shut off, isolated from all potentially hazardous energy sources and properly locked and tagged out.

Scope of Lock-Out / Tag-Out Policy

This policy applies to all employees and subcontractors who may be exposed to hazardous energy during construction, demolition, service or maintenance work. Uncontrolled energy includes potential hydraulic, gravitational, mechanical, electrical, steam, pneumatic and other sources. These procedures shall not apply to cord and plug connected electrical equipment for which the exposure to the hazards of unexpected start up is controlled by the unplugging of the equipment from the energy source and the plug remains under the exclusive control of a single employee performing the service or maintenance. If control of the plug cannot be maintained by a single employee then Lock-out/Tag-out procedures must be implemented.

Employer and Employee Responsibilities

All employees must comply with this policy. Supervisors will be responsible for ensuring the implementation of this policy and must enforce the use of lock-out and tag-out devices when employees do construction, demolition, service or maintenance work and may be exposed to hazardous energy. Employees who perform such activities must follow the lock-out/tag-out procedures described in this policy. Employees who work in areas where lock-out/tag-out procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart/re-energize systems, machines or equipment that are locked or tagged out.

Lock-out and Tag-out Devices

Lock-out and tag-out devices must meet the following criteria to ensure that they are effective and not removed inadvertently:

- Lock-out and tag-out devices will be selected and specified in the lock-out/tag-out procedures developed for specific pieces of equipment.



- Employees must use the lock-out/tag-out devices specified in the lock-out/tag-out procedures for the equipment being serviced or repaired.
- Each lock used for lock-out/tag-out must have a unique key and be marked with the name of the employee that applied the lock.
- Tags shall be resistant to environmental factors present and shall bear the name of the employee who applied it and shall warn against hazardous conditions if energized and shall include a legend such as “Danger Do Not Operate” or “Danger Do Not Start”.

Exposure Survey

The superintendent/subcontractor supervisor will conduct a hazardous-energy survey to determine affected installations and equipment, types and magnitude of energy, and necessary work tasks requiring lock-out/tag-out. Each task will be evaluated to determine if it must be accomplished with lock-out/tag-out procedures. Lock-out/tag-out procedures will be established for equipment and tasks requiring lock-out/tag-out.

Energy Control Procedures

Authorized employees who lock-out/tag-out equipment or perform tasks requiring lock-out/tag-out must follow specific written energy-control procedures. The procedures must include the following information:

- The intended use of the procedure
- Steps for shutting down, isolating, blocking, and securing the installations and equipment
- Steps for placing, removing, and transferring lock-out/tag-out devices
- Equipment testing requirements to verify the effectiveness of the energy-control procedures

Employees must perform the following steps before they begin tasks requiring lock-out/tag-out:

1. Inform all affected employees of installation or equipment shutdown.
2. Shut down the installation or equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy.
5. Lock-out or tag-out the energy sources.
6. Verify the installation or equipment is isolated from hazardous energy and de-energized.

Employees must perform the following steps before they remove lock-out or tag-out devices and re-energize installations and equipment:

1. Remove tools and replace installation or equipment components.
2. Inform co-workers about energy control device removal.
3. Ensure all workers are clear of the work area.
4. Verify installation or equipment power controls are off or in a neutral position.
5. Remove the lock-out and/or tag-out devices.
6. Re-energize the installation or equipment.



Specific Energy Control Procedures

Specific energy isolation procedures must be developed for all installations and equipment that may expose employees to hazardous energy during construction, demolition, service and maintenance activities. Refer to the specific energy control procedures for further instruction.

Special Lock-out/Tag-out Situations

Energized testing

When an energy-isolating device is locked or tagged and it is necessary to test or position installations and equipment, perform the following steps:

1. Remove unnecessary tools and materials.
2. Notify affected employees. Ensure that all other employees are out of the area.
3. Remove locks or tags from energy isolating devices.
4. Proceed with test.
5. De-energize installations and equipment and lock-out or tag-out energy-isolating devices.
6. Operate installation and equipment controls to verify that the installation or equipment is de-energized.

Lock-Out/Tag-Out Training

Employees who may be exposed to hazardous energy must receive training before assignment to ensure that they understand this energy-control policy and have skills to apply, use, and remove energy controls. The training must include the requirements of OSHA regulation 1910.147 and the following:

- Affected employees will be trained in the purpose and use of energy-control procedures.
- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled.
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Employees will be retrained annually to ensure they understand energy-control policy and procedures.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.
- Current training records will be maintained for each authorized and affected employee including the employee's name and the training date.

Lock-Out/Tag-Out Definitions

Affected employee - A person who uses installations or equipment that is being serviced under lock-out or tag-out procedures, or who works in an area where installations or equipment is being serviced.

Authorized employee - A person who locks out or tags out installations or equipment to



do construction, demolition, service or maintenance work. An affected employee becomes an authorized employee when that employee's duties include construction, demolition, service or maintenance work on installations and equipment.

Capable of being locked out - An energy-isolating device that is designed with a hasp or other means of attachment to which, or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy-isolating devices will also be considered to be capable of being locked out, if lock out can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy-control capability.

Disconnect - A switch that disconnects an electrical circuit or load (motor, transformer, or panel) from the conductors that supply power to it. An open circuit does not allow electrical current to flow. Under a lockout procedure, a disconnect must be capable of being locked in the open position.

Energized - Connected to an energy source or containing potential energy.

Energy source - Any source of energy. Examples: electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

Energy-isolating device - A mechanical device that physically prevents transmission or release of energy.

Hazardous energy - Any of the types of energy existing at a level or quantity that could be harmful to workers or cause injury through inadvertent release or start-up of equipment.

Lock-out device - A device that locks an energy-isolating device in the safe position.

Lock-out - Placing a lockout device on an energy-isolating device, under an established procedure, to ensure the energy-isolating device and the equipment it controls can't be operated until the lockout device is removed.

Procedure - A series of steps taken to isolate energy and shut down equipment.

Tag-out device - A prominent warning sign, such as a tag, that can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the equipment it controls can't be operated until the tag-out device is removed.

Tag-out - Placing a tag-out device on an energy-isolating device, under an established procedure, to indicate that the energy-isolating device and the equipment it controls can't be operated until the tag-out device is removed.

Mobile Equipment

General Requirements

- Equipment and vehicles shall only be operated by persons that are authorized and are properly trained and/or experienced.
- Operators must be familiar with the manufacturer's operator's manual, instructions and warnings prior to operating any equipment.
- Cell phones and other electronic devices shall not be used at any time while operating construction equipment.
- Do not leave equipment unattended with the engine running. Shut off the engine and set the parking brake when equipment is not in use. Parking brakes shall be set on all



parked vehicles and equipment. Parking on sloped/inclined surfaces shall be avoided. All vehicles and equipment parked on a slope/incline shall have the parking brake set and wheels chocked to prevent accidental movement. Vehicles with trailers shall also have the trailer wheels chocked.

- When mounting or dismounting equipment, use steps and handholds provided. Do not jump onto or off of equipment.
- All equipment operated from a seated position must be equipped with rollover protective structures (ROPS).
- Seatbelts are required to be worn at all times in moving equipment equipped with ROPS.
- No equipment or vehicle will be used to transport personnel unless it is specifically designed to do so. Riding in the bucket, on the forks, fenders or running boards of equipment is prohibited. Riding in the bed of pick-up trucks is prohibited.
- Plan ahead to minimize the need for backing. Always check to the rear before backing. Vehicles and equipment operating with an obstructed view to the rear must have an audible backup alarm. A spotter may be used as an alternative when equipment is not equipped with an audible backup alarm. Use of a spotter is required in congested work areas.
- Operators must sound the horn as they are approaching blind corners, doorways, pedestrians or other equipment.
- Equipment operators will possess the required training, certification and/or licenses as required for the equipment that they are required to operate. Training and certification/license documentation must be submitted to Evolve Construction.
- Rated lifting capacities and hazard warnings must be conspicuously posted on all equipment and observed.
- Equipment shall not be altered in any way that would affect its lifting capacity or safe operation without approval from the equipment manufacturer.
- Never oil, lubricate or fuel equipment while it is running or in motion. Lock-Out/Tag-Out equipment prior to doing any service work.
- Employees on foot must use extreme caution to stay clear of operating equipment. Make sure operators can always see you before walking near operating equipment or vehicles. High visibility vests must be worn when working around moving equipment and vehicles.
- Vehicles & equipment must not be operated in close vicinity to trenches/ excavations.
- Vehicles and mechanical equipment of all types shall be operated so that a minimum clearance of 20 feet from power lines is maintained at all times until voltage is determined from the utility owner.
- Windshields on equipment must be free of cracks or other visible damage.
- Equipment operators are responsible to check their equipment daily to verify it is working properly. Minimum inspection criteria includes the following:
 - Brake systems
 - Lights and mirrors
 - Backup alarm & horn
 - Hydraulic systems
 - Steering mechanism
 - Operating controls
 - Safety devices
 - Fire extinguisher
 - Limit switches
 - Fluids and leaks



Forklifts

- Forklift operators must be properly trained and possess an operator's certification/license issued or approved by the operator's current employer. Subcontractors are required to submit a copy of the forklift operator's certification/license to Evolve Construction prior to operating a forklift.
- All forklifts must be inspected each day prior to use. Forklift inspections should be documented using the Forklift Safety Inspection Report (**Appendix J**) or equivalent. Inspection reports must be maintained at the Evolve Construction office.
- The operator must never leave the seat and controls of the forklift with a load or the forks elevated. Before exiting the forklift the operator must lower the forks, neutralize the transmission, set the parking brake and turn off the engine/motor. Keys must be removed if the forklift will be left unattended. Wheels must be chocked when on even a slight incline.
- Forklifts must not be operated in excess of their rated capacity.
- Keep the forks as low as possible when travelling with a load.
- All forklifts must be equipped with the following minimum safety features and equipment: Fire extinguisher, horn, back-up alarm, rear-view mirror, capacity/load chart, roll over protective system, seat belt.
- Lifting workers with a forklift should be avoided. Aerial work platforms/boom lifts should be used as a safer alternative. Forklifts may only be used to elevate personnel when specifically approved by the Evolve Construction superintendent. When a forklift is approved for use to lift workers the following requirements must be observed:
 - A platform approved by the forklift manufacturer must be used to lift personnel. Makeshift or job-made platforms shall not be used.
 - The platform must be equipped with guardrails consisting of 42" high top rail, 21" high midrail and toeboard.
 - The platform must be marked with the empty weight of the platform and its rated capacity.
 - The platform shall be secured to the forks or the mast to prevent it from slipping or tipping either forward or side-to-side.
 - Personnel being elevated on the platform shall use a personal fall arrest system properly anchored to designated anchor points on the platform.
 - The forklift must be positioned on firm ground and be level front-to-back and side-to-side.
 - The forklift transmission must be placed in neutral and the parking brake must be set. Wheels must be chocked as needed.
 - The forklift operator shall remain in the seat of the forklift at all times while personnel are elevated.
 - The platform must be kept level at all times.
 - The area overhead must be free of overhead obstructions and power lines. A minimum clearance of 20-feet from powerlines must be maintained.
 - The operator shall use extreme caution to lift and lower personnel smoothly and only at their request.
 - The forklift operator must not exceed $\frac{1}{4}$ of the forklifts rated capacity indicated on



the capacity chart at the height and distance the forklift is raised/extended.

- The forklift operator must never drive the forklift with personnel on the platform.

Aerial Work Platforms (Boom Lifts & Scissor Lifts)

- Employees must be properly trained and authorized prior to operating any type of aerial work platform. Subcontractors are required to submit aerial work platform operator training records to Evolve Construction prior to operating aerial work platforms.
- All aerial work platforms must be inspected each day prior to use. Aerial work platform inspections should be documented using the Aerial Work Platform Safety Inspection Report (**Appendix K**) or equivalent. Inspection reports must be submitted to Evolve Construction.
- Persons working from aerial lifts shall use a properly anchored personal fall arrest system (harness & lanyard) at all times. The requirement for personal fall arrest systems does not apply to scissor lifts when equipped with a complete guardrail system including toprail, midrail and toeboard.
- Workers must not sit, climb or stand on the guardrails or toe boards of an aerial work platform or scissor lift to increase working height.
- Ladders or other items must not be used on the platform of an aerial work platform or scissor lift to increase working height.
- Aerial work platforms shall be positioned on level surfaces before being elevated.
- Aerial work platforms shall not be used as a crane unless specifically allowed by the manufacturer.
- When using aerial work platforms and scissor lifts, the platform access gate and/or chain must be fastened at all times.
- Extension cords shall not be tied to the guardrails of an aerial work platform or scissor lift. Instead the power supply should be plugged in at the base of the machine and then tools plugged into the electrical outlet on the platform.

Motor Vehicle Safety

This policy applies to:

- 1) Vehicles owned, leased or rented to Evolve Construction.
- 2) Personally owned vehicles driven by employees on company business for Evolve Construction.

The following policies have been established to encourage safe operation of vehicles and clarify insurance issues.

- All drivers must adhere to safety policies including the cell phone/hand held device usage policy.
- All drivers must have a valid driver's license. Motor Vehicle Records may be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carriers guidelines of an, 'unacceptable driver', your employment may be terminated. Management must be notified of any change in your license status or driving record.
- When operating your own vehicle for Evolve Construction business, your personal auto liability insurance is the primary payer. You will be required to carry liability



coverage in accordance with limits recommended by Evolve Construction's insurance company. Evidence of insurance coverage is to be provided to Evolve Construction each year, by either a copy of your policy's declaration page or a certificate of insurance. Evolve Construction is not responsible for the physical damage to your vehicle. You must carry your own collision and comprehensive coverage.

Obey the Law:

Evolve Construction is not responsible for any moving traffic violations, parking tickets or any other violation of city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Evolve Construction or in a company vehicle.

Vehicle Safety Requirements & Safe Driving Precautions:

- Seat belts must be worn by all drivers and passengers at all times.
- Use better judgment when road conditions are poor. Limit or avoid driving when rain, snow, or other severe weather conditions threaten your safety.
- Make an effort to avoid distractions such as eating, paying too much attention to the radio, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of medications, drugs or alcohol.
- Laptop and tablet computers must never be used at any time while driving.
- If using a vehicle that is not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be aware of and practice defensive driving techniques and maneuvers as follows:
 - Use extra caution at intersections.
 - Stay out of other people's blind spots (especially large vehicles).
 - Think ahead. Are there children playing in the area? What's around the curve?
 - Being prepared to stop or swerve suddenly to avoid collision.
 - Communicate your intentions. Signal early even for lane changes.
 - Avoid tailgating. Increase following distances.
- All vehicles must be operated at safe speeds within the posted speed limit.
- Drivers must conduct a pre-trip safety inspection of the following items: Lights, Signals and Lenses, Brakes, Steering, Tires, Horn, Windshield and Wipers. Vehicles will not be operated until unsafe conditions are corrected.
- All loads will be properly secured with chains, straps and binders as needed. "Bungee" cords are not an acceptable alternative. Tailgates and side boards shall be secured when equipped. Items in the passenger area shall be stowed and/or secured.
- Drivers are required to set the parking brake prior to exiting the vehicle. Vehicles parked on steep inclines shall have wheels chocked.
- Choose the safest location possible to park vehicles. Avoid parking in the blind spot of other vehicles. Back into parking spaces whenever possible.
- In case of a break down the driver should pull the vehicle as far off the highway as safely possible.



- Prior to backing any vehicle the driver shall use a spotter or in the alternative conduct a 360-degree visual inspection of the area behind and around the vehicle to ensure no person or object is in the path of travel. When possible park all vehicles to reduce or eliminate the need to back-up.
- Headlights are required to be used at night, dusk/dawn hours and during rain, snow, fog or other similar conditions.
- Vehicles must not be left running unattended. Keys must be removed from unattended vehicles.
- No personnel shall be allowed to ride anywhere, except in the passenger area, when the vehicle is in motion. This applies to on and off-highway use.
- A fire extinguisher rated at least 2A-10B-C shall be maintained in all company trucks.

Office Safety Precautions

- Know where building emergency exits are located. These areas should not be used for storage or be blocked. Access ways should be kept clear at all times. Walkways within the office should be open and not restricted by furnishings, stacked boxes, etc.
- Electrical cords, computer, communication and phone lines must be secured to prevent tripping. Carpet and desk mats must be secured to prevent tripping or falling.
- File drawers should be closed immediately after use so no one can run into or trip over them.
- Only one file drawer should be opened at a time to prevent the cabinet from falling forward.
- Use caution when closing drawers to avoid pinching fingers.
- Always use proper lifting techniques. Use mechanical lifting devices and/or ask for assistance when moving heavy and/or bulky items.
- Never walk while carrying items that obstruct your vision. Do not stack items in such a manner that they are unstable.
- Be aware of and keep hands and fingers out of pinch points throughout the office, especially desk drawers, file cabinets and stacked materials.
- Eating and drinking should be avoided around office equipment and computers.
- Be aware of stress and strain associated with the use of computer monitors and poorly arranged computer workstations. Arrange your workstation so that excessive reaching and poor posture is eliminated. Your arms and shoulders should be at a rest position and your wrist should not rest against the edge of the desk.
- Office equipment, such as chairs and tables, that are broken and are a safety hazard should be labeled as "Broken, Do Not Use" and removed from the area until they are discarded, repaired or replaced.
- To prevent slips on wet floor surfaces, facility entrances with smooth tile or concrete flooring shall be covered with an absorbent mat that has a non-skid backing. Use signs or cones to alert others of wet floor surfaces. Any wet areas found on floors shall be cleaned up immediately. Remember to consider that shoe soles with tread will help prevent slips and falls during wet weather.



Personal Protective Equipment (PPE)

The following guidelines and requirements for the use of personal protective equipment (PPE) should not be considered inclusive of every instance where PPE is necessary or required. It shall be the superintendent's responsibility to exercise prudent judgment to determine if additional protective equipment is necessary and to ensure that the appropriate equipment is provided and worn. All employees, subcontractors, vendors, and visitors will wear the following personal protective equipment as prescribed without exception while on Evolve Construction work sites (except in offices and vehicles). All PPE required to be worn by Evolve Construction employees will be provided by Evolve Construction at no cost. Subcontractors are required to provide their own PPE. Each employee is expected to inspect and maintain their PPE on a daily basis and prior to use. Damaged PPE shall not be worn. Each employee is responsible for maintaining provided PPE in their possession. PPE that is lost will be replaced at the employee's expense at the discretion of Evolve Construction management. General work attire and work boots/steel toe boots must be provided by each employee.

General Work Attire

Shirts with a minimum sleeve length of four (4) inches are required at all times at work. Long sleeve shirts will be required for some activities and as required by clients. Tank tops or cut-off shirts are not permitted. Properly fitting long pants are required at all times. Shorts will only be allowed as determined by Evolve Construction. Pants that are worn low on the hips or thigh are not allowed. The length of pants should be such that they do not present a tripping hazard.

Head Protection

Hard hats meeting ANSI Z89.1 requirements will be worn at all times on all work sites by all personnel. Ball caps or other head wear not specifically designed to wear with a hardhat will not be worn at any time. Hard hats will be worn with the brim forward except when specifically allowed by the hard hat manufacturer to accommodate a welding hood and welding operations are being performed. All hardhats must be non-conductive. Hard hats must be replaced at intervals as indicated by the hard hat manufacturer or at a minimum, every 5 years.

Foot Protection

Sturdy work boots that are in good condition must be worn at all times on Evolve Construction work sites. Safety-toed (steel toed) impact resistant boots are strongly encouraged for all workers and may be required for specific work activities. Slip resistant shoes are recommended at all times and will be required depending on the project requirements or conditions. Sandals, or other inappropriate shoes are not allowed. Metatarsal guards may be required when work activities present an exposure. Other protective footwear shall be worn as needed to protect from chemicals and other hazards.

High-Visibility Reflective Vest

Any worker that must work in the right-of-way or adjacent to the right-of-way of an active roadway or highway construction area or in other areas of exposure to vehicle and equipment traffic will wear an ANSI approved Class 2 or 3 high-visibility reflective vest.



Eye and Face Protection

Safety glasses meeting ANSI Z87 requirements are recommended to be worn at all times by all personnel while on project sites. Appropriate eye and face protection is required and must be worn by exposed employees and workers during any activity that creates potential hazards from flying or falling objects or particles, chemicals, arcing, glare, or dust. Workers with prescription glasses must meet ANSI Z87 requirements or will be required to wear over-the-glasses (OTG) safety eyewear. The following table prescribes eye and face protection for various activities and operations.

Work Activity/Operation	Required Eye & Face Protection Equipment
Welding	Safety Glasses & Welding Hood with Proper Lens
Torch Cutting	Appropriate Shade Cutting Goggles & Face Shield
Grinding of Metals or Concrete	Safety Glasses/Goggles and Face Shield
Drilling or Reaming	Safety Glasses/Goggles
Drilling or Reaming Overhead	Safety Glasses/Goggles and Face Shield
Sawing Metals with Abrasive Saws	Safety Glasses/Goggles and Face Shield
Chipping or Jack Hammering	Safety Glasses/Goggles and Face Shield
Sawing Masonry or Concrete	Safety Glasses/Goggles and Face Shield
Pneumatic/Gas/Powder Nail Guns	Safety Glasses/Goggles
All Other Power Tool Usage	Safety Glasses/Goggles
Chemical Handling	Chemical Goggles and Face Shield
Corrosive Liquids	Chemical Goggles and Face Shield

Hand Protection

All employees and workers are required to wear gloves appropriate for their work at all times when handling various materials, using hand or power tools and during other activities that present a potential for hand and finger injuries. Appropriate protective gloves and clothing must be selected and are required when necessary to protect against sharp objects, abrasions, lacerations, punctures, thermal or chemical burns. The table below prescribes the type of gloves recommended for specific work activities.

Work Activity/Operation	Required Gloves/Hand Protection
Welding or Torch Cutting	Leather Welding Gloves
Grinding of Metals or Concrete	Durable Leather or Cut Resistant Gloves
Handling/Cutting Sheet Metal	Durable Leather or Cut Resistant Gloves
Sawing Metals with Abrasive Saws	Durable Leather or Cut Resistant Gloves
Sawing Masonry or Concrete	Durable Leather or Cut Resistant Gloves
Handling Rigging Equipment	Durable Leather Gloves
Using Utility Knives/Sharp Tools	Durable Leather or Cut Resistant Gloves
Handling Chemicals/Concrete	Compatible Chemical Gloves

Fire Retardent Clothing

Fire retardant protective clothing such as sleeves, shirts or aprons are required when exposed to sparks and slag from welding, cutting and similar activities.



Hearing Protection

Approved hearing protection (earplugs or noise muffs) will be worn as specified in posted areas and while working with or around high-noise level producing machines, tools, or equipment. Hearing protection must be considered when noise levels are at or above 85 decibels. A good rule to follow is: When you must raise your voice to be heard over the surrounding noise level, you need hearing protection. Exposure to impulsive or impact noise shall not exceed 140dB noise level. Hearing protection shall be worn at all times when operating quickie saws, jackhammers, powder actuated nail guns, impact wrenches and abrasive saws. The tables below are provided as a guide when assessing noise levels.

Maximum Daily Exposure Duration (Hours)	Sound Level (dBA) Slow Response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Equipment or Activity	Approximate Sound Level (dBA)
Chipping Hammer	100-110
Jack Hammer	105-115
Masonry Saw	95-105
Chop Saw	90-105
Welding Machine	90-100
Quickie Saw	95-105
Grinder	85-95
Hammer	85-95
Powder Nail Gun	105-120

Respiratory Protection Program

The purpose of this Respiratory Protection Program is to protect employees against harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors, through the use of engineering controls, administrative controls, or personal protective equipment (PPE). Evolve Construction will endeavor to implement engineering controls (such as ventilation systems, HEPA filter equipped vacuums, wet cutting, etc.) to the extent feasible to eliminate or reduce airborne contaminants to safe levels and therefore wearing a respirator will not be routinely required by Evolve Construction employees. Evolve Construction employees are not allowed to work in atmospheres that are Immediately Dangerous to Life and Health (IDLH) such as oxygen deficient atmospheres. Should activities present respiratory hazards which cannot be eliminated or reduced to safe levels through engineering controls and respiratory protection is deemed required, all exposed employees will be provided with suitable respiratory protection for the identified hazardous atmosphere and will be required to comply with the requirements outlined in OSHA 29 CFR 1926.103 and OSHA 29 CFR 1910.134 and this program at a minimum, which include:

1. Have affected workers complete a Medical Questionnaire for Respirator Use.
2. Submit questionnaires to a Physician or Licensed Health Care Professional (PLHCP) for review and further testing. Medical evaluations shall be completed prior to any fit testing. Medical evaluations shall be made convenient to



employees, understandable to employees, conducted during normal working hours, and the results shall be kept confidential. Employees shall be given the opportunity to discuss the results with the PLHCP.

3. Once medical approval to wear a respirator is received from the PLHCP:
 - a. Select an appropriate NIOSH certified respirator, filter and cartridge, etc. to protect workers from the respiratory hazard(s) identified and concentrations measured.
 - b. Train affected workers about the specific type(s) of respirator(s) being used.
 - c. Fit-test the workers with the specific type, model and size of respirator being used. Facial hair, glasses and other encumbrances that interfere with the seal on tight-fitting face piece respirators will not be allowed. Qualitative or quantitative fit testing will be conducted as appropriate for the respirator being fitted in accordance with the OSHA regulations, NIOSH requirements and the respirator manufacturer's recommendations. Fit testing will be required prior to initial use, for each different respirator that will be used, annually and upon any recognizable change in fit due to change in physical condition, etc.
4. Maintain records of medical approvals, fit testing and employee training.
5. Establish respirator maintenance, use, care, storage, cleaning and inspection procedures and responsibilities for the particular exposure and work site. Once established, the superintendent will be responsible for implementing respirator maintenance, use, care, storage, cleaning and inspection procedures on their projects. All respirator maintenance, cleaning, inspection and cartridge changing must be done outside of the contaminated atmosphere. Additionally employees must leave the respirator use area to wash their face or face piece to prevent skin irritations; or if they detect contaminate breakthrough, changes in breathing resistance or other leakage of the face piece; or to replace the respirator, filter, cartridge or canister elements.

Respiratory protection training will be conducted for all affected employees prior to using respirators and annually thereafter, should the use of respirators become necessary based on a particular work activity. Respiratory protection training shall include at a minimum:

- The hazards to which the employees are potentially exposed. Why the respirator is necessary.
- The proper use of the respirator to be worn including how to put it on, fit the respirator properly, inspect for proper seal and how to take the respirator off.
- The limitations and capabilities of the respirator.
- How to use the respirator effectively and procedures to follow in the event of a respirator malfunction or other emergency situation.
- How to inspect, maintain, clean and properly store the respirator.
- How to recognize signs and symptoms of exposure or that may limit or prevent the effective use of the respirator.
- General requirements of the OSHA respiratory protection standards.

Management will serve as the respiratory protection program manager as needed and will be responsible for directing the implementation of the Respiratory Protection Program when necessary.



If a worker desires to voluntarily wear a filtering face piece respirator, commonly referred to as a dust respirator and a respirator is not required, due to the lack of a hazardous level of atmospheric contamination, the worker will be informed about the limitations of the selected respirator and the proper procedure for wearing the respirator.

Additional Personal Protective Measures & PPE Hazard Assessments

Prior to beginning any task/activity, each superintendent is required to assess the potential hazards of the task/activity and determine if any additional personal protective equipment is necessary to reduce the likelihood of a work related injury or illness.

PPE Employee Fitting

All required PPE will be selected and provided such that a proper fit is maintained for each employee. PPE that does not fit properly or is not properly cleaned and maintained will not be worn. All PPE must be worn as intended by its design and within the manufacturer's instructions (hardhats worn forward facing, etc.). PPE must fit each employee properly such that the PPE:

- Affords proper protection as intended
- Functions properly
- Will not cause injury to the employee
- Is comfortable within reason

PPE Training

All employees will receive PPE training prior to work assignment requiring PPE. All PPE training will be documented and records maintained. PPE training will include:

- When PPE is required.
- What PPE is required.
- How to properly wear the PPE.
- The limitations of the PPE.
- Care and maintenance of the PPE.
- Useful life and disposal of the PPE.

PPE retraining will be required and conducted when any of the following conditions exist:

- When the workplace changes such that the earlier training becomes obsolete.
- When the type of PPE used changes rendering the earlier training obsolete.
- When the employee demonstrates a lack of use, improper use or insufficient skill or understanding of the PPE.

Rigging

General Requirements

- Only trained and qualified personnel are allowed to rig loads to be hoisted. Subcontractors shall submit rigger qualification documentation to Evolve Construction prior to rigging any load to be hoisted.
- All rigging hooks including hooks on chain hoists and come-a-longs must be equipped with operable safety latches.
- All rigging equipment shall have a manufacturer's tag or be otherwise marked noting



its safe working capacity. Rigging equipment not tagged or marked will not be allowed for use on Evolve Construction projects. Rigging capacities shall not be exceeded.

- Transport chain and other chains not marked with a rated lifting capacity shall not be used for hoisting operations.
- No load will be rigged or lifted until its weight is known and rigging capacities verified.
- Slings must be protected from being damaged or cut by the sharp edges of their loads.
- All hoisted loads shall be equipped with one or more tag lines to assist in load control.
- Never place your hands or any other part of your body between the sling and its load when the sling is being tightened around the load.
- All hoisted loads must be placed on cribbing such that slings can be freely removed from under their loads.
- Each subcontractor is responsible for ensuring that rigging equipment is inspected prior to use each day and each shift, and on an on-going basis to ensure that it is in a safe condition free of excess wear and damage and is designed and rated for the loads imposed. Damaged rigging equipment shall be immediately tagged and removed from service.
- Rigging inspections should be documented as needed using the Rigging Safety Inspection Report (**Appendix N**).
- Rigging equipment not in use will be removed from the work area and properly stored to prevent tripping and other hazards.
- No employee is allowed to be directly under or in the fall zone of a suspended load except as may be necessary when engaged in hooking, unhooking or guiding a load or when making the initial attachment of the load to a component or structure.

Scaffolding

General Requirements

- Each contractor using scaffolds must designate a trained and experienced competent person familiar with the hazards associated with scaffold operations to supervise scaffold work at all times. The competent person must have authority to take corrective action to prevent and eliminate recognized hazards. Work on scaffolds will not be allowed to proceed in the absence of a competent person.
- The designated competent person must direct and supervise the erection, use, alteration and dismantling of any scaffold. Consult the scaffold manufacturer's instructions for scaffold erection and dismantling procedures.
- The designated competent person must inspect each scaffold each shift prior to use. The Scaffold Safety Inspection Report (**Appendix L**) or equivalent should be used to document these inspections. Scaffolds that are not ready or safe for use must have a red tag attached that states "Danger – Do Not Use". Scaffolds found to be safe for use must have a green tag attached that states "Ready for Use" or similar. Green tags must bear a current date when in use.



- The competent person must inspect all scaffolding components for defects and damage prior to erection. Damaged or defective components will not be used. Scaffold components that become damaged during use shall be immediately removed from service.
- Rated capacities of scaffold platforms shall be determined prior to loading and posted on all scaffolds. Scaffolds shall not be loaded in excess of their rated capacity.
- Work is prohibited on scaffolds that become covered with snow, ice or other slippery materials except to remove these materials.
- The use of “site fabricated” scaffolds of wood or other materials is prohibited except when the use of conventional manufactured or other OSHA recognized scaffolds are infeasible.
- Ladders, buckets or makeshift devices shall not be used in place of a proper scaffold or on top of any scaffold to increase working height.
- In addition to wearing hard hats all workers on scaffold platforms must be protected from objects falling from above such as hand tools, debris, and other small objects by canopies or debris nets.
- Walking under or near the base of occupied scaffolds is strictly prohibited because of the hazard of falling materials and debris. The area below scaffolds must be barricaded to warn of the hazard of falling objects and to restrict access to these areas.
- When scaffold platforms are more than 2 feet above or below a point of access an approved stair, ladder or ramp must be provided and used to gain access to and from scaffold platforms.
- All scaffold planks must be secured to prevent displacement or overlap their supports at least 6" but not more than 12". All scaffold platforms must be fully and tightly planked. Gaps between scaffold planks shall not exceed 1 inch. All scaffold planks must be scaffold grade or engineered planks that are free of excess damage or splits.
- All scaffold platforms over 6 feet in height must be equipped with standard guardrails including a top rail, mid-rail, and toe board on all open sides. Where it is infeasible to install guardrails, workers shall use properly anchored personal fall arrest systems to protect against falls in excess of 6 feet.
- Employees on suspension scaffolds will be protected from falls by the installation and use of personal fall arrest systems in addition to guardrails where required.
- Tag lines shall be used anytime loads are hoisted onto a scaffold with a crane.
- Scaffold use shall be discontinued in high winds or severe weather.
- Scaffolds must be set plumb and equipped with all of the required bracing.
- Scaffold foundations should be sound, rigid and capable of carrying the maximum intended load and should consist of at least an adjustable or plain metal base plate resting on top of a 2" x 10" mud sill. Bricks or concrete blocks should not be used as any part of a scaffold foundation or support system.
- All scaffolds must be fully braced.
- Keep your feet firmly on the scaffold platform. Climbing on the cross braces or guardrails is prohibited.



- Scaffold platforms must be a minimum of 18 inches wide.
- Scaffolds must be properly secured to prevent overturning when erected higher than four times their minimum base dimension.
- Scaffold legs, poles, posts, frames and uprights must be pinned or locked together to prevent uplift.
- Scaffolds must be erected a minimum of 20 feet from overhead electrical lines.

Frame Scaffolds

- End frames/bucks of tubular welded scaffolds shall not be used as a ladder unless all of the following criteria are met:
 - They are specifically designed and constructed for use as access ladders.
 - Have rungs at least eight inches in length.
 - Have uniform spacing between the rungs that do not exceed 16 ¾ inches.
- Side brackets shall only be used to support personnel and not material.

Mobile/Rolling Scaffolds

- Mobile scaffolds shall be diagonally braced to prevent racking.
- Mobile scaffolds are not to be erected higher than four times their minimum base dimension unless the scaffold manufacturer has more stringent safety requirements.
- Mobile scaffold wheels must be locked at all times when occupied.
- Mobile scaffolds shall not be moved while they are occupied.
- Manual force used to move the scaffold shall be applied as close to the base as possible, but not more than 5 feet above the supporting surface.

Scaffold Training

Each contractor is responsible for providing scaffold training for their respective employees as follows:

- **Scaffold user training.** All personnel working on scaffolds must be trained, by a competent and qualified person, in the hazards associated with scaffolds including:
 - Electrical hazards and procedures.
 - Fall hazards and procedures for erecting, maintaining and using fall protection systems.
 - Falling object hazards and falling object protection systems in use.
 - The proper use of the scaffold and handling of material on the scaffold.
 - Maximum load-carrying capacity of the scaffold.
 - Any other pertinent requirements about the scaffold
- **Scaffold erector training.** In addition to the topics described above, each employee involved in erecting, disassembling, moving, operating, repairing, maintaining or inspecting a scaffold must be trained, by a competent person, to recognize the hazards associated with this work including the following topics:
 - The nature of scaffold hazards.
 - The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting and maintaining the types of scaffold in use.
 - Fall protection and access methods and systems to be used during erection and disassembly.



Silica

Activities Producing Airborne Silica

Employees that work in the vicinity of or perform any of the following or similar tasks must be protected from exposure to silica dust:

- Sawing, hammering, drilling, grinding, or chipping of asphalt pavement, concrete or masonry products.
- Chipping, hammering, or mixing of concrete grout or mortar.
- Demolition of concrete or masonry structures.
- Dry sweeping or blowing of concrete, masonry, rock or sand dust.

Workers performing any of the above tasks and workers that could be exposed to silica dust must receive training on the hazards associated with silica.

Engineering Controls

Acceptable engineering controls must be used when exposure to silica is likely. Consult the applicable OSHA regulations for additional guidance. Examples of acceptable engineering controls include:

- Use wet cutting, sawing and drilling methods.
- Use tools equipped with HEPA filtered vacuum systems.
- Use forced air ventilation systems.

Respiratory Protection

When acceptable engineering controls cannot be used, workers will wear approved respiratory protection to protect against airborne silica (Refer to the Respiratory Protection Program in the Personal Protective Equipment section of this SHMP for more information).

Work Practices

Workers will follow these safe work rules when exposed to silica containing materials:

- Do not eat, drink or use tobacco products in areas where silica dust is present
- Always wash hands and face before eating, drinking or using tobacco products

Structural Steel Erection

General Requirements

- Steel erection subcontractors shall not begin steel erection work until a written Notice to Commence Steel Erection (**Appendix T**) or similar has been issued by Evolve Construction.
- Routes for hoisting and swinging of materials will be established by the steel erection subcontractor to eliminate the need to hoist materials over other workers to an extent consistent with public safety. All steel erection and overhead hoisting areas shall be considered limited access zones and properly posted or barricaded as needed to prevent personnel from entering the area.
- A tagline must be used to control all hoisted loads.
- Approved ladders, scaffolds or aerial work platforms must be used to gain access to elevated work areas. Climbing or descending columns is prohibited.



- Columns with less than 4 anchor bolts will not be erected.
- Fall protection is required for all Evolve Construction subcontractor personnel performing steel erection activities 6-feet or more above lower levels. This 100% fall protection requirement applies to and includes connectors and workers installing metal decking.

Training for Steel Erectors

Steel erection subcontractors must train each employee engaged in steel erection activities prior to work assignments as follows:

- **Fall Hazard/Fall Protection Training.**
 - The recognition and avoidance of fall hazards in the work area.
 - The procedures to erect, maintain, disassemble, inspect and use fall protection systems selected and required for use.
 - The procedure for preventing falls to lower levels and through holes.
 - The fall protection requirements of this SHMP and OSHA Subpart R.
- **Multiple Lift Rigging.** Each employee involved in multiple lift rigging must be trained in the hazards and correct procedures associated with completing multiple lifts.
- **Connector Training.** Each employee who has been assigned duties as a “connector” must be trained in the hazards and proper techniques and work practices associated with being a “connector”.

Trenching & Excavation

Prior to beginning any excavation or trenching on any project, the following must be completed:

- Any contractor performing trenching and excavation activities must designate a trained and experienced competent person familiar with the hazards associated with trenching and excavation operations to supervise trenching and excavation work at all times. The competent person must have authority to take corrective action to prevent and eliminate recognized hazards. Work in trenches and excavation will not be allowed to proceed in the absence of a competent person.
- Underground utility locating authorities must be given the required advance notice to locate and mark underground utilities (72-hours minimum). Dial 811 in most areas to access the “One Call” system to have utilities located. Additional utility owners that are not members of the “One Call” service must also be contacted and given advance notice to have utilities located. All utilities must be located and marked prior to starting any excavation operation.
- Adjacent structures including buildings, utility poles, pavements, curbs, sidewalks, and other surface encumbrances must be evaluated by a qualified person and supported or braced as needed to prevent displacement or collapse. Vehicles, equipment and materials must never be operated adjacent to trenches and excavation.



Prior to any employee or worker entering any excavation or trench on any project, the following must be completed:

- Prior to entering any excavation the competent person must evaluate the excavation to determine if hazardous atmospheres could be present. The atmosphere in excavations and trenches four feet or greater in depth where oxygen deficiency or other hazardous atmosphere may exist must be tested prior to any employee entering the excavation. Oxygen levels, flammable and toxic gases must all be evaluated when necessary. Ventilation shall be provided where necessary to eliminate hazardous atmospheres.
- Prior to entering any trench or excavation, the competent person must classify the soil to determine the condition and type of soil to determine proper sloping or shoring requirements. All soil will be considered Type C in the absence of soils classification by a competent person.
- The designated competent person must inspect excavations and trenches, the adjacent areas and protective systems each day/shift prior to workers entering the trench or excavation. These inspections should be documented using the Trench and Excavation Safety Inspection Report (**Appendix M**). Additional inspections must be made after rains and after any other hazard increasing event.
- The designated competent person will be responsible for determining the protective systems required for trenches and excavation less than 5 feet in depth. Workers will not be allowed to enter any trench or excavation in excess of 3 feet deep with unprotected vertical sides. The sides of any trench or excavation 5 feet or more in depth will be sloped, benched, shielded or otherwise protected in accordance with OSHA regulations and as determined by the competent person prior to entry.

During excavation or trenching operations, the following requirements must be followed:

- The competent person shall monitor protective systems when trenches or excavations are occupied. Where the competent person finds evidence of a situation that could result in a possible cave-in, indication of failure of a protective system, hazardous atmosphere or other hazardous condition the competent person shall immediately remove exposed employees and take the necessary precautions to ensure safety before employees are allowed to re-enter the excavation.
- Guardrails, fences or barricades must be installed and maintained to prevent falls into trenches and excavations 6 feet or greater in depth. When barricades or fencing are used instead of guardrails they shall be installed at least 6 feet from the edge of the trench or excavation. A walkway at least 18" wide shall be provided where workers are permitted to cross over excavations. Where excavations are more than 6 feet in depth the walkway must be provided with guardrails including toprail, midrail and toeboard.
- To protect employees from objects falling or rolling into trenches and excavations, spoil piles, equipment and all other materials will be placed a minimum of two feet from the edges of all trenches or excavations. Material that could roll into trenches and excavations will also be blocked or otherwise secured to prevent rolling.



- When underground utilities such as electrical, water, gas, sewer and phone lines are present or suspected, the exact location shall be determined by hand digging or with vacuum excavation equipment prior to using mechanical equipment. Mechanical equipment will not be used to excavate in the tolerance zone (within 30" in North Carolina) of utility markings. Underground utilities shall be protected and supported in place, removed or relocated as appropriate based on circumstances and as deemed necessary by the competent person.
- When trenches or excavations are 4 feet deep or deeper, adequate access and egress must be maintained at all times while workers are in the trench or excavation. Ladders, stairs and ramps used for access to trench excavations shall be placed such that no worker is required to travel more than 25 feet to reach a point of egress.
- Trenches and excavations in soils that have not been classified by a competent person or have been classified as Type C soil will not be benched. Instead they shall be sloped at an angle no steeper than 34 degrees.
- No worker shall be allowed to enter a trench or excavation where water is standing or accumulating. Employees shall exit any excavation if water begins to accumulate.
- No worker shall be permitted under loads being handled by excavating equipment or other suspended loads. Employees shall keep clear of trucks being loaded/unloaded to avoid spillage or other falling objects.
- A registered professional engineer must design sloping, benching, shoring or other protective systems for trenches or excavations in excess of 20-feet in depth.

Weather Safety

Cold Weather Safety

- Whenever possible, schedule the coldest part of the work for the warmest part of the day.
- Organize work activities to minimize sitting still or standing for long periods of time.
- Be sure to drink plenty of warm, sweet, caffeine-free, non-alcoholic drinks or soup.
- Take regular rest breaks in a warm place, if possible.
- Wear the proper clothing in layers. Wool, polypropylene or 50/50 cotton and polyester blend should be worn next to the skin. Outer garments should be of waterproof, wind resistant materials like nylon.
- A good example of layering would be a wool shirt or sweater over a cotton one and then an outer nylon jacket.
- Employees should be sure to wear a hat or other head covering. Up to 40% of heat loss occurs when the head is exposed.
- Wear waterproof boots with two pairs of socks. The inner pair should be cotton and the outer pair wool.
- Employees should wear gloves for light to moderate work anytime the air temperature falls below 40 degrees F.
- Keep as dry as possible and have extra clothing readily available to change into if you get wet.
- The frequency of accidents is higher in cold weather. Make allowances for your



slowed reflexes and numbed hands when doing your job.

- Be aware of ice on sidewalks, pavement and in shaded areas around buildings. Avoid areas where accumulated ice may cause a slip or fall.

Hot Weather Safety

- Schedule heaviest work during the cooler morning hours whenever possible.
- Employees should drink 2 cups of water before beginning work. Then 2-4 additional cups should be consumed during each hour of work.
- Employees must begin drinking fluids before they feel thirsty to avoid heat-related problems.
- Employees should not take salt tablets but should get extra salt through their normal meals.
- Light meals are better than fatty foods as they are easier on the digestive system.
- Frequent, short breaks in the shade are better than infrequent, long ones.
- Employees should wear the proper clothing such as light colors of loosely woven cotton shirts, sunglasses and sweatbands.
- Supervisors must ensure that crews have adequate water and that employees are allowed enough break time for re-hydrating purposes.
- Employees must remember that a lack of sleep, obesity, alcohol use and similar factors can increase the risk of heat related injuries.

Work Zone Safety & Traffic Control

General Requirements:

- Adhere to Part VI of the Manual on Uniform Traffic Control Devices (MUTCD) and the North Carolina Construction and Maintenance Operations Supplement to the MUTCD. Evolve Construction employees and subcontractors should not work in work zones that are not in compliance with these regulations.
- Only trained and experienced work zone traffic control device installers working under the direction of an NCDOT authorized Work Zone Traffic Control Supervisor are permitted to place and remove such devices. Unauthorized persons must not move or alter work zone traffic control devices.
- Traffic flaggers must have received proper training and certification through an NCDOT approved source and be properly equipped.



APPENDIX OF FORMS

Appendix - A	Incident & Injury Notification & Investigation Report	Tab - A
Appendix - B	Motor Vehicle Incident Report	Tab - B
Appendix - C	OSHA 300 Log of Work-Related Injuries & Illnesses	Tab - C
Appendix - D	OSHA 300-A Summary of Work Related Injuries & Illnesses	Tab - D
Appendix - E	Safety Program Orientation & Acknowledgement	Tab - E
Appendix - F	Safety Training Report	Tab - F
Appendix - G	Notice of Health & Safety Non-Compliance	Tab - G
Appendix - H	Project Safety Inspection Checklist & Report	Tab - H
Appendix - I	Crane Safety Inspection Report	Tab - I
Appendix - J	Forklift Safety Inspection Report	Tab - J
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Appendix - L	Scaffold Safety Inspection Report	Tab - L
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Appendix - P	Emergency Action Plan	Tab - P
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Appendix - R	Critical Lift Plan	Tab - R
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INCIDENT & INJURY NOTIFICATION & INVESTIGATION REPORT

Complete and submit this form to the Evolve Construction office within 24 hours of the incident.

TYPE OF INCIDENT (Check all that apply)

☐ Injury ☐ Illness ☐ Near Miss ☐ Property Damage ☐ Auto Accident ☐ Fatality ☐ Environmental

GENERAL INFORMATION

Incident Date: _____ Day of Week: _____ Time: _____
Project Name: _____ Project Number: _____
Project Address: _____
Date & time the incident was first reported to you: _____

INVOLVED EMPLOYEE INFORMATION

Full Name of Employee: _____ Employee Number: _____
Date of Birth/Age: _____ How Long Employed: _____ Job Title: _____
Home Address: _____ Home Phone: _____
Hours Worked Per Day: _____ Days Worked Per Week: _____ Was injured paid for entire day of injury: _____

INCIDENT INFORMATION

Where did the incident occur? (Be specific): _____
What was the employee doing at the time of incident? (Be specific): _____
What happened? Describe how the incident occurred (Provide photos or drawings if necessary): _____

INJURY SEVERITY & TREATMENT REQUIRED

What are the nature and location of the injuries? (Be specific): _____

☐ Job Site First Aid Only – Describe first aid procedure & who it was provided by: _____

☐ Medical Treatment Required – Name, Address & Phone Number of Medical Facility: _____

☐ Hospitalization Required – Name, Address & Phone Number of Hospital: _____

☐ Fatality – Date & Time of Death _____
Name, Phone Number, & Relationship of family member contacted: _____



INCIDENT INVESTIGATION & PREVENTIVE MEASURES

Yes	No
<input type="checkbox"/>	<input type="checkbox"/> Was personal protective equipment required? (Describe)_____
<input type="checkbox"/>	<input type="checkbox"/> Was personal protective equipment used? (Describe)_____
<input type="checkbox"/>	<input type="checkbox"/> Were any safe guards removed or damaged? (Describe)_____
<input type="checkbox"/>	<input type="checkbox"/> Were there any other deficiencies in the work area? (Describe)_____
<input type="checkbox"/>	<input type="checkbox"/> Had the involved employee(s) received required task and/or equipment training? (Describe)_____
<input type="checkbox"/>	<input type="checkbox"/> Was the worker competent for the task? (Describe)_____
<input type="checkbox"/>	<input type="checkbox"/> Were there witnesses? Who? (Obtain and attach witness statements)_____
<input type="checkbox"/>	<input type="checkbox"/> Was any property or equipment damaged? (Describe Property Damage)_____
<input type="checkbox"/>	<input type="checkbox"/> Did the employee contribute to the incident through unsafe actions or carelessness? (Describe)_____
<input type="checkbox"/>	<input type="checkbox"/> Were there any third parties that contributed to the cause of the incident? Who? (List names of persons or companies that contributed to the cause of the incident.)_____
Describe how the third parties contributed to the cause of the incident._____	
Describe the unsafe condition or act that directly caused the incident:_____	
Describe the underlying/root cause of the incident:_____	
Action taken to correct cause of incident:_____	
Additional safety procedure or requirement recommendations:_____	

MANAGEMENT REVIEW

Supervisor Signature:_____	Date:_____
Management Signature:_____	Date:_____



MOTOR VEHICLE INCIDENT REPORT

Complete this form immediately & submit to Evolve Construction office within 24 hours of the incident.

GENERAL INFORMATION

Date of Accident:	_____	Day of Week:	_____	Time:	_____
Location of Accident (Be Specific): _____					
Were the Police/Law Enforcement Notified? _____					
List Law Enforcement Agency: _____				Report #: _____	
Weather: _____			Road Conditions: _____		

EVOLVE CONSTRUCTION VEHICLE or EMPLOYEE OWNED VEHICLE

License Plate #:	_____	Company Vehicle #:	_____
VIN Number: _____			
Year, Make, Model: _____			
Driver's Name: _____		Driver's License Number: _____	
Driver's Telephone Number - Home: _____		Work/Cell: _____	
Driver's Address: _____			
Was Citation Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Violation: _____			
Passenger(s) Name(s): _____			
Was anyone injured? Who? _____			
Describe Injuries (Complete and Attach Injury Report, Appendix A): _____			
Describe Damage: _____			

OTHER VEHICLE(S)

License Plate #:	_____	VIN Number:	_____
Year, Make, Model: _____			
Driver's Name: _____		Driver's License Number: _____	
Driver's Telephone Number - Home: _____		Work: _____	
Driver's Address: _____			
Owner's Name: _____		Owner's Phone #: _____	
Owner's Address: _____			
Insurance Company: _____		Policy #: _____	
Was Citation Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Violation: _____			
# of Passengers & Names: _____			
Was anyone injured? Who? _____			
Describe their Injuries: _____			
Describe Damage: _____			



ACCIDENT INVESTIGATION

What happened? Describe how the accident occurred and what caused the accident: _____

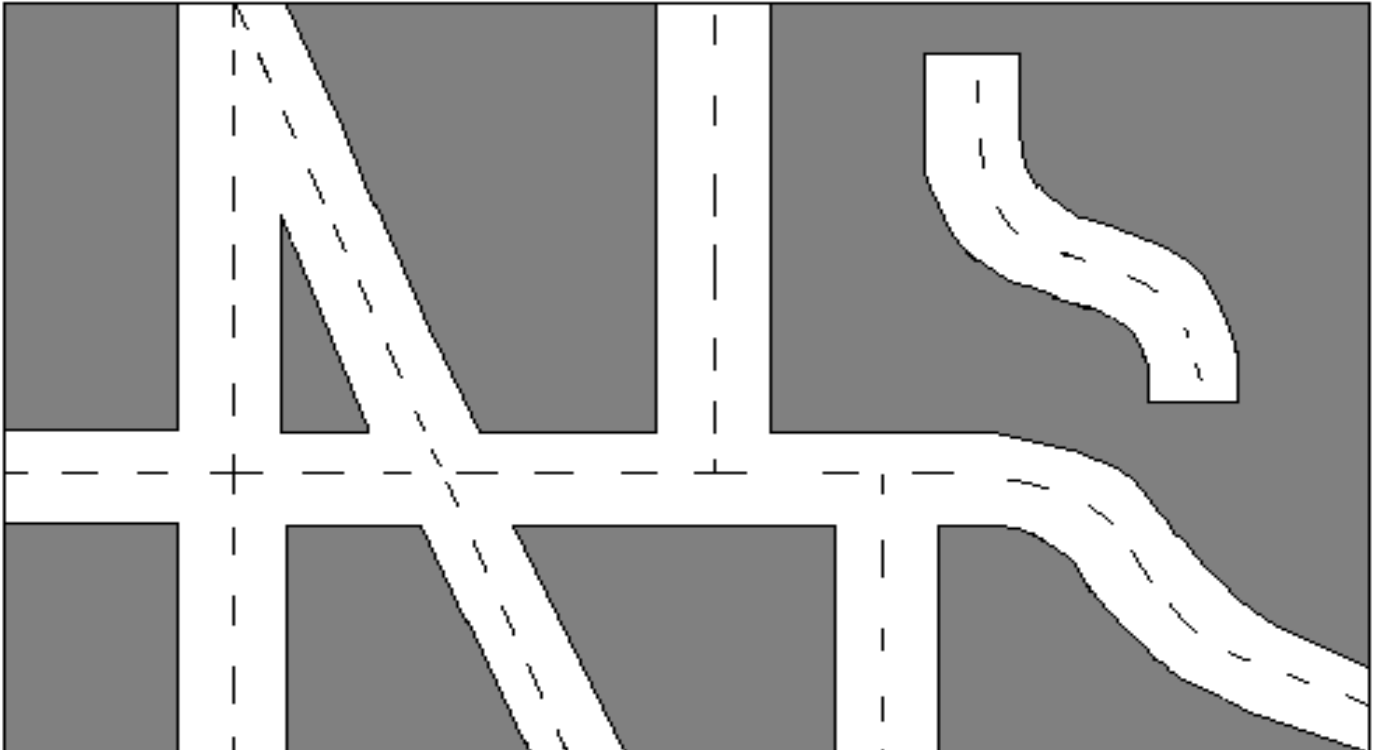
Was any other property damaged such as buildings, signs, etc.? Describe the damage: _____

Were there any third parties that contributed to the cause of the accident? (If yes, list name(s) of individual(s) and/or vehicles(s) that contributed to the cause of the accident) _____

Were there any witnesses? Who? (List names & phone numbers): _____

Were photos taken? (Attach copies) _____

Using the diagram below, show the exact relationship of roadways and vehicles at the time of the accident. Indicate North, street names and show measurements if possible. Identify your vehicle as #1 and other vehicles as #2, #3, etc.



MANAGEMENT REVIEW

Driver's Signature: _____ Date of this Report: _____

Management: _____ Date: _____

OSHA’s Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are “fillable/writable” PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20

U.S. Department of Labor

Occupational Safety and Health Administration



You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Form approved OMB no. 1218-0176

Establishment name Evolve Construction

City State NC

Identify the person			Describe the case			Classify the case												
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	SELECT ONLY ONE BOX for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Select the "Injury" column or choose one type of illness:						
						Remained at Work				Away from work (K)	On job transfer or restriction (L)	(M)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)									
Reset			/								days	days						
Reset			/								days	days						
Reset			/								days	days						
Reset			/								days	days						
Reset			/								days	days						
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Reset			/								days	days						
Reset			/								days	days						

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#).

Year 20__

U.S. Department of Labor
Occupational Safety and Health Administration



Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of . . .	
(M)	
(1) Injuries	_____
(2) Skin disorders	_____
(3) Respiratory conditions	_____
(4) Poisonings	_____
(5) Hearing loss	_____
(6) All other illnesses	_____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ Zip _____

Industry description (e.g., *Manufacture of motor truck trailers*)

Standard Industrial Classification (SIC), if known (e.g., 3715)

OR _____

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____

Phone _____ - _____ - _____ Date ____/____/____

Save Input



SAFETY & HEALTH PROGRAM ORIENTATION & ACKNOWLEDGEMENT

Employee/Worker Name: _____ Date: _____
Subcontractor Company Name: _____
Position/Title: _____
Date of Hire or Mobilization: _____

By signing below I acknowledge that I understand the safety & health policies, procedures and expectations contained in the Evolve Construction Safety & Health Management Program. I acknowledge and understand that failure to comply with Evolve Construction and OSHA safety and health requirements could result in injury, death or disciplinary action. Placing my initials beside each of the listed items confirms that I am aware of each of the following basic Evolve Construction safety policies and procedures.

Basic Evolve Construction Safety Policies & Procedures

Employee Initials

- | | |
|--|-------|
| 1. I understand that Evolve Construction expects me to make working safely the most important part of my job each and every day, each and every task. | _____ |
| 2. I understand that possession of or working under the influence of drugs or alcohol is prohibited. | _____ |
| 3. I understand that post accident or reasonable-cause drug testing may be required of me and is a condition of work/employment. | _____ |
| 4. I understand my obligation to report safety concerns to the superintendent. | _____ |
| 5. I understand my responsibility to immediately report work-related injuries. | _____ |
| 6. I understand the Evolve Construction disciplinary action policy for safety infractions may result in me being terminated/removed from the project site. | _____ |
| 7. I understand my responsibility to inspect my work area, tools and equipment on a daily and on-going basis for safety hazards. | _____ |
| 8. I understand the Emergency Action Plan which has been explained to me. | _____ |
| 9. I understand the requirement to immediately evacuate in the event of a fire. | _____ |
| 10. I understand the Hazard Communication program including the location of the Safety Data Sheets (SDS) for the chemicals and substances in my work area. | _____ |
| 11. I understand that horseplay is prohibited at all times. | _____ |
| 12. I understand that cell phone use for personal reasons is prohibited on site. | _____ |
| 13. I understand that entering confined spaces is prohibited without a permit. | _____ |
| 14. I understand the danger associated with overhead powerline contact and that a minimum of 20-feet of clearance must be maintained from power lines. | _____ |
| 15. I understand that GFCI protection must be used with all power cords & tools. | _____ |
| 16. I understand that electrical extension cords must have a ground pin. | _____ |
| 17. I understand that electrical cords must be free of damage, frays, etc. | _____ |
| 18. I understand that working on energized electrical equipment is prohibited. | _____ |
| 19. I understand that 100% fall protection is required above 6 feet. | _____ |
| 20. I understand the proper use of portable fire extinguishers and their locations. | _____ |
| 21. I understand that climbing on or leaning against any guardrail is prohibited. | _____ |



22. I understand that removing temporary guardrails installed on buildings without authorization is prohibited. _____
23. I understand the requirement for hot work permits and fire watch personnel. _____
24. I understand that guards must be used on all power tools including grinders. _____
25. I understand that all work areas must be cleaned and broom swept daily. _____
26. I understand that standing on the top or top step of any ladder is prohibited. _____
27. I understand that equipment and installations must be de-energized and then lock-out/tag-out procedures must be applied prior to servicing any equipment. _____
28. I understand that I am not to operate equipment unless authorized to do so. _____
29. I understand that seat belt use is required in vehicles and equipment. _____
30. I understand that all equipment must have an audible reverse signal alarm. _____
31. I understand that parked equipment must have brakes set and wheels chocked. _____
32. I understand that only properly licensed personnel may operate forklifts. _____
33. I understand that only properly trained personnel may operate aerial lifts. _____
34. I understand that climbing on the rails of any aerial work platform is prohibited. _____
35. I understand that fall protection with harness & lanyard is required in aerial lifts. _____
36. I understand that wearing a hard hat is required at all times while on work sites. _____
37. I understand that safety glasses are required when using power tools. _____
38. I understand that durable work boots are required at all times while on site. _____
39. I understand that gloves are required at all times when handling various materials and chemicals. _____
40. I understand all other requirements for personal protective equipment. _____
41. I understand that accessing scaffold platforms is prohibited until authorized on a daily basis by the designated competent person. _____
42. I understand that erecting, dismantling, altering or moving a scaffold is prohibited except under the direction and supervision of the designated competent person. _____
43. I understand the hazards associated with breathing air contaminated with silica dust and understand the requirements to use engineering controls (wet cutting, etc.). _____
44. I understand that entering a trench or excavation is prohibited until authorized by the designated competent person. _____
45. I understand that trenching and excavating activities are prohibited until all underground utilities are located. _____
46. I understand that entering trenches and excavation in excess of 3-feet deep with unprotected vertical sides is prohibited. _____
47. Other: _____
48. Other: _____

I understand that construction work is dangerous and I am committed to working in a manner that is safe and in compliance with the OSHA regulations and the requirements of the Evolve Construction Safety & Health Management Program reviewed with me.

Employee/Worker Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SAFETY TRAINING REPORT

GENERAL INFORMATION

Training Location: _____

Instructor: _____

Training Date: _____

TRAINING TOPICS

Safety Training Topic (Attach Copy of Topic Outline):_____

Incident, Injury or Near-Miss Incidents Reviewed:_____

TRAINING ATTENDANCE

Signature

Printed Name



NOTICE OF HEALTH & SAFETY NON-COMPLIANCE

GENERAL INFORMATION

Name: _____ Supervisor: _____
Work Location: _____ Project: _____
Date of Observation: _____ Date of this Notice: _____

DESCRIPTION OF NON-COMPLIANCE OBSERVATION

DESCRIPTION OF DISCIPLINARY ACTION

- ☐ First Offense – Verbal or Written Warning.
- ☐ Second Offense – Written Warning & Possible Suspension.
- ☐ Third Offense – Written Warning & Possible Suspension or Termination.
- ☐ IDLH Violation of Safety Policy, Procedure, or Instruction – Suspension or Termination.

Description of Disciplinary Action: _____

ACKNOWLEDGEMENT

I understand that I have violated published, expressed or implied safety policies, procedures or instructions as described above and I understand the resulting disciplinary action which has been imposed. I acknowledge that future violations of safety policies, procedures or instructions may result in additional disciplinary action and/or termination of employment or removal from the project site.

Employee/Worker Signature: _____ Date: _____
Supervisor/Management Signature: _____ Date: _____

SITE SAFETY INSPECTION CHECKLIST

Project Name: _____ Inspection Date: _____

Inspection By: _____

√ = Satisfactory
X = Unsatisfactory
N/A = Not Applicable

PERSONAL PROTECTIVE EQUIPMENT

- _____ Hard hats & safety glasses worn per company policy
- _____ Face shields worn as required for grinding & cutting
- _____ Proper clothing & work boots worn
- _____ Gloves worn as required per company policy
- _____ Approved respirators worn where required
- _____ Hearing protection worn when required
- _____ Cutting goggles worn for torch exposure
- _____ Proper shields worn during welding operations

FLOOR HOLES, PERIMETER AND WALL OPENINGS

- _____ Guardrails installed at all open sided floors
- _____ Guardrails include 42" high toprail, midrail & toe board
- _____ Top rail can withstand 200 lb. force
- _____ Guardrails free of damage
- _____ Floor holes larger than 2" securely covered & labeled
- _____ Guard rails at wall openings over 6' high
- _____ Proper Fall Protection in use on roofs

HOUSEKEEPING / MATERIAL HANDLING & STORAGE

- _____ Protruding nails bent or removed
- _____ Stairs, floors and aisles kept clear
- _____ Tripping / slipping hazards
- _____ Combustible debris regularly removed
- _____ Materials stored in orderly manner
- _____ Trash containers provided & maintained
- _____ Gas/Diesel stored in labeled safety cans

FIRE PROTECTION & PREVENTION

- _____ Fire Watch assigned & On Duty as needed
- _____ Fire extinguishers fully charged
- _____ Fire extinguisher within 50' of Oxygen/Acetylene
- _____ Fire extinguisher near flammable liquid storage areas
- _____ Extinguishers conspicuously located on each floor
- _____ Max travel of 100-feet to a fire extinguisher.

FALL PROTECTION / FALL ARREST SYSTEMS

- _____ 100% tie-off in use above 6 feet
- _____ Proper anchor points in use
- _____ Harnesses, lanyards etc. are free of damage
- _____ Double locking snap hooks used
- _____ Harness and lanyard used by aerial lift operators

LADDERS

- _____ Ladders inspected & free of damage
- _____ Ladders secured top and bottom as needed
- _____ Ladders used at proper angle & on level surfaces
- _____ Ladders extend 3' above landing surface
- _____ Ladders properly rated
- _____ Step ladders used in open position
- _____ Top/top step not used as work position

SCAFFOLDS

- _____ Daily inspection by a competent person prior to use
- _____ Proper guardrails, bracing, mudsills & base plates
- _____ Platforms fully planked with proper bearing/overlap
- _____ No damaged components.

STAIRS

- _____ Pan stairs used for access filled with blocking
- _____ Proper stairs and hand rails if 4 or more risers
- _____ Stairs free of debris, tripping, slipping hazards

ELECTRICAL

- _____ GFCI on all circuits tested and working
- _____ Extensions cords heavy-duty (12 gauge) 3-wire type
- _____ Cords protected from traffic / damage
- _____ Grounding pins intact on cords
- _____ Extension cords free of damage
- _____ Welding leads free of excessive damage
- _____ Adequate clearance from power lines (20' minimum)
- _____ Lugs on welding machines properly insulated

RIGGING

- _____ Nylon slings free of cuts, torn stitching and damage
- _____ Wire rope slings free of kinks, excess broken wires
- _____ All slings have legible capacity tags
- _____ Rigging hooks are equipped with safety latches
- _____ Taglines used on all hoisted loads
- _____ Loads are not hoisted over other workers
- _____ Material hoisting routes barricaded as needed
- _____ Rigging is of proper capacity
- _____ Chain hoists and come-a-longs properly rated and hooks equipped with safety latches

INSPECTIONS & PERMITS

- _____ Daily and Annual Crane inspections on file
- _____ Forklift inspections completed as required
- _____ Daily Trench & Excavation inspections on file
- _____ Aerial Lift inspections completed as required
- _____ Confined Space Entry Permits Executed as required
- _____ Hot Work permits executed as required
- _____ Critical Lift Plans executed as required

MISCELLANEOUS

- _____ Crane swing areas barricaded
- _____ Reverse alarms on equipment & heavy trucks
- _____ Chemical containers labeled including gas cans
- _____ Vertically protruding rebar capped w/ approved caps
- _____ Oxygen & Acetylene cylinders upright & secured
- _____ Stored oxygen & acetylene separated 20' & capped
- _____ Regulator gauges in good condition
- _____ Flashback arrestors on all regulators
- _____ Hand tools in good condition
- _____ Air hose connections secured with pins
- _____ Saws, grinders, fans, etc. properly guarded
- _____ Proper cribbing under crane outriggers
- _____ Workers protected from public & equipment traffic
- _____ Seat belts worn by equipment operators
- _____ Proper Lock-Out/Tag-Out procedures implemented

OTHER

SITE SAFETY INSPECTION REPORT

Project Name: _____ Inspection Date: _____

Inspection By: _____

DESCRIBE ALL SAFETY HAZARDS IDENTIFIED

[illegible]

Superintendent: _____ Date: _____

Safety Coordinator Signature: _____ Date: _____

Management Review:_____Date:_____



CRANE SAFETY INSPECTION REPORT

Inspection by: _____ Week of: _____
(Operator)
Project Name: _____
Subcontractor/Company Name: _____
Crane Make & Model Number: _____

INSPECT ALL APPLICABLE CRITERIA

Enter a "Check" or an "X" or Leave Blank for Not Applicable

OPERATOR'S STATION	M	T	W	T	F	S	S	Comments/Repairs
1. Proper Load Rating Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Current Annual Certification Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Hand Signals Chart Posted Outside Cab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Operator Controls Properly Labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Charged Fire Extinguisher in Crane Cab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Cab Glass Clean & Free of Cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Operator's Signal Horn Operating Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. All Gauges Function Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. All Controls Operating/Functioning Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Limit Switches Working Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Load Moment Indicator Working Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Safety Devices and Operational Aids Working Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
BOOM/HOIST/SUPERSTRUCTURE								
13. Boom Angle Indicator Operating Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Boom & Jib Free of Structural Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Boom & Swing Controls Operating Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Load Hook & Safety Latch Free of Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. All Wire Rope Free of Excess Rust/Corrosion/ Wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. All Wire Rope Free of Broken Wires/ Kinks/Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Wire Rope Lubricated Sufficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Hoists Spooling/Reeving Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Hoists Operating & Holding Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Sheaves Running Freely & Lubricated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Hydraulic System Free of Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CARRIER/CHASSIS								
24. Proper Ground Condition / Sufficient Outrigger Cribbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Outriggers Operating & Holding Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26. Outriggers & Floats Free of Structural Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. Superstructure, etc. Free of Structural Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
28. Superstructure Swing Radius Barricaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
29. Crane Set Up Level & Indicator Working Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
30. Back Up Alarm Operating Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
31. Brakes & Parking Brake Working Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
32. Hydraulic Fluid, Engine Oil & Coolant Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
33. Proper Oil, Air & Hydraulic Operating Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
34. Condition of Oil, Air & Hydraulic Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
35. Mirrors, Horn & Lights in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
36. Tires, Wheels & Lugs in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Operator Signature: _____ Date: _____
Superintendent Signature: _____ Date: _____



FORKLIFT SAFETY INSPECTION REPORT

Inspection by: _____ Week of: _____
(Licensed Forklift Operator)

Project Name: _____

Subcontractor/Company Name: _____

Forklift Make & Model: _____

INSPECT ALL APPLICABLE CRITERIA

Enter a "Check" or an "X" or Leave Blank for Not Applicable

	M	T	W	TH	F	S	Comments/Repairs
1. Forks are not bent or damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Forks of appropriate capacity and match.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Engine oil.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Hydraulic fluid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Fuel, engine coolant and brake fluid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Hydraulic leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Condition of hydraulic hoses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Tire pressure, condition & ballast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Lugs tight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Seat belt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Back-up alarm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Horn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Lights and signals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Load chart present & visible to operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Fire extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Mirrors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Roll Over Protective Structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Frame level indicator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Boom angle indicator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Operator's Manual available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Evidence of any structural damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Floorboard free of debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Gauges working properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. Service brake & parking brake.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Steering (All modes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26. Transmission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. Hydraulic controls (Function test and cycle):							
Boom/Mast – Up & Down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boom – Extend & Retract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fork Tilt – Forward & Backward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Frame Level – Left & Right.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Carriage Tilt – Left & Right.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Traverse – Forward & Backward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fork Side Shift – Left & Right.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outriggers – Up & Down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspector Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____



AERIAL WORK PLATFORM SAFETY INSPECTION REPORT

Inspection by: _____ Week of: _____
(Authorized Operator)
Project Name: _____
Subcontractor/Company Name: _____
Aerial/Scissor Lift Make & Model: _____

INSPECT ALL APPLICABLE CRITERIA

Enter a "Check" or an "X" or Leave Blank for Not Applicable

	M	T	W	TH	F	S	Comments/Repairs
1. Wheels, tires & axles – Condition, Inflation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Hydraulic Components/Hoses – Condition/Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Annual Inspection Certificate – Valid/Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Battery Tray – Opens/Closes & Latches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Engine cover panels – Open/Close & Latch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Fluids – Engine Oil/Hydraulic Fluid/Coolant/Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Lights, Strobes, Horns & Travel Alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Fuel Level, Battery Charge/Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Placards/Labels/Warning Decals Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Boom/Lift Arms–General Condition/Cracks/Rust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Hydraulic Cylinders/Pins & Locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Power Track – Condition Lines/Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Platform – Guard Rails/Toe Boards/Anchorages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Platform Gates/Chains Close/Latch Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Operator's Manual(s) Present & Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. All Controls Clearly Marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Controls working properly – Constant Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Engine Starts and Runs Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Gauges/Instruments/Safety Interlocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Work Site Inspection							
Drop offs, holes, pits, depressions, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power Lines, Overhead Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ground Surface & Support Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pedestrian, Vehicle & Equipment Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wind, Ice & Weather Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation & Hazardous Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Debris & Other Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Brake Holding Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Steering (All modes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Ground & Platform controls (Function test and cycle):							
Boom/Lift Arms – Raise/Lower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Boom – Extend & Retract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turret – Rotate Left/Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drive – Forward/Reverse, Steer - Left/Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Platform – Tilt/Rotate/Extend, Jib – Raise/Lower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outriggers/Extendable Axles/Pothole Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Function Enable Switch (Foot Pedal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector Signature: _____ Date: _____
Superintendent Signature: _____ Date: _____



SCAFFOLD SAFETY INSPECTION REPORT

Inspection by: _____ Date: _____
(Must Be a Competent Person)
Project Name: _____ Time: _____
Subcontractor/Company Name: _____
Scaffold Location: _____

INSPECT ALL APPLICABLE CRITERIA

<u>Requirements for Supported Scaffolds</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Action Taken</u>
1. Are all scaffolds that are incomplete tagged "Danger Do Not Use"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Are all damaged components removed from service and tagged "Danger Do Not Use"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Are all areas below and around scaffolds barricaded to prevent workers from walking under scaffolds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Are canopies erected when workers must pass under scaffolds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Are scaffold frames, legs & uprights plumb and level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Is the work platform not more than 14" from the wall/face of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Do all planks overlap their end supports at least 6" but less than 12"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Are scaffold planks free of damage, splits, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Is a safe means of access provided to all scaffold platforms more than 2' high? Extension ladders, attachable ladders, stairs or integral ladder access frames must be used. (No climbing cross braces.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Does the ladder extend 3' above the platform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Are ladders secured to prevent displacement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Are scaffolds at least 10 feet from power lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Are scaffolds loaded properly to prevent overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Are 2"x10" mud sills and base plates used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Are scaffold frames/legs pinned together to prevent displacement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Are cross braces used at all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Are frames and braces compatible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Are all working levels fully planked (Max. 1" gap between planks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Are all platforms at least 18" wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Are scaffolds secured to the structure once the scaffold is 4 times as high as it is wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Are scaffold ties repeated every 26' vertically after the first set of ties? (20' for scaffolds 3' wide or narrower)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Where scaffold ties are required are they installed at both ends of the scaffold and at 30' max. horizontal intervals between ends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Are ladders installed as the scaffold is erected to provide access for erectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. Are tag lines used when hoisting loads onto scaffolds with cranes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Are guardrails installed on all platforms over 6' high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26. Guardrails include top rail (38"-45" high), midrails & toeboards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
28. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
29. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
30. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Competent Person Signature: _____ Date: _____
Superintendent Signature: _____ Date: _____



TRENCH & EXCAVATION SAFETY INSPECTION REPORT

Inspection by: _____ Date: _____
(Must Be a Competent Person)
Project Name: _____ Time: _____
Trench/Excavation Location: _____

All Excavations

	Yes	No	NA
1. Have utility owners and "One-Call" utility locating services been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all underground utilities been located and marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have underground utilities been located by hand digging before using mechanical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have underground utilities that cross through the excavation been properly braced or supported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are spoil piles, materials and equipment kept at least 2 feet from the edge of excavations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are employees protected from loose material that could fall from the face of the excavation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has a ladder or ramp been provided within 25' of employees if the excavation is over 4 feet deep?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the ladder extend at least 3 feet above the walls of the trench?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If a trench box/shield is used is the ladder placed inside the trench box/shield?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are employees protected from vehicular traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is there a potential for hazardous atmospheres in the excavation from adjacent landfills, sewer lines, gas lines, gas/diesel powered equipment operating in the trench or other sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has air monitoring been performed where there is a potential for hazardous atmospheres? Air Monitoring Results: Oxy= _____% CO _____ppm LEL _____% H2S _____ppm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is rescue equipment available where there is a potential for hazardous atmospheres including breathing apparatus, harness and lifeline or tripod and stretcher basket?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Have surface encumbrances such as adjacent buildings, pavement, utility poles, trees, etc. been considered and supported as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is all heavy equipment and traffic kept safe distances from excavation side walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is appropriate barricading provided around open excavations for public and employee protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are walkways or bridges with guardrails provided where workers must cross over trenches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is the accumulation of ground water controlled in the excavation with pumps, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are there any signs of distress such as cracking along the top of the slopes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are all trenches and excavation in excess of 3 feet deep sloped, shored or protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are sloping and other protective systems in all excavations over 5 feet deep per OSHA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Have soils been classified to determine the design of protective systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are protective systems in use appropriate for the soil type identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Are protective systems for excavations over 20 feet deep designed by a professional engineer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are engineered protective systems installed as designed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trench Shields/Boxes

26. Does the trench shield/box extend at least 18" above the trench walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Is the trench shield/box no more than 2 feet off of the bottom of the trench?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Are voids on the outside of the trench shield/box backfilled to prevent lateral movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is the manufacturer's tabulated data on site for all trench shields/boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Are trench shields/boxes used in accordance with the manufacturer's tabulated data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Have all trench shields/boxes been inspected and found to be in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Have employees been instructed to stay inside trench shields/boxes at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sloping Systems

33. Have slope angles been measured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Is the slope angle appropriate for the soil type? Type C Soil = 1-1/2 H to 1 V (34°), Type B Soil = 1H to 1V (45°), Type A Soil = 3/4/H to 1 V (53°)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competent Person Signature: _____ Date: _____
Superintendent Signature: _____ Date: _____



RIGGING SAFETY INSPECTION REPORT

Inspection by: _____ Date: _____

Project Name: _____

Subcontractor/Company Name: _____

Inspection Removal Criteria for Alloy Steel Chain Slings

	Yes	No	Action Taken
1. Has the identification & capacity tag been removed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Is the identification tag legible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Are there any cracks, nicks, gouges or breaks in any link or fitting?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Measure the chain length. Has the chain stretched?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Are there any bent, twisted or deformed links or fittings?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Is there excessive rusting or pitting on any components?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Is there weld spatter or evidence of heat damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Does the chain bind so that it does not hinge freely?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Is there any other visible damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Are any chain links worn beyond allowable limits? (Approximately 10%)	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Have there been any unauthorized repairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspection Removal Criteria for Wire Rope Slings

1. Has the identification & capacity tag been removed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Is the identification tag legible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Are there 10 or more broken wires in one lay?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Are there 5 or more broken wires in one strand in one lay?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Is there severe abrasion or scraping?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Is there evidence of heat damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Are any of the end attachments cracked, deformed or worn?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Is there excessive corrosion to the wire rope, hardware or end fittings?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Is the wire rope sufficiently lubricated?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Are there any knots or unauthorized repairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Is there any other visible damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspection Removal Criteria for Synthetic Web Slings

1. Has the identification & capacity tag been removed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Is the identification tag legible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Is there evidence of acid, caustic or other chemical burns or exposure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Is there evidence of melting, charring or other heat damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Are there holes, tears, cuts or snags?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Is there any broken or torn stitching or unraveling?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Are there any knots or visible signs of excessive abrasive wear?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Is there any discoloration or brittle or stiff areas in the webbing?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Is any of the hardware pitted, corroded, cracked, bent or broken?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Are there any visible wear indicators (red thread, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Have there been any unauthorized repairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Is there any other evidence of damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspection Removal Criteria for Shackles

1. Are rated load markings present and legible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Has the shackle diameter been reduced by more than 10%?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Is there evidence of bending, stretching, cracks, or breaks?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Is there excessive nicks, gouges, pitting or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Is there evidence of heat damage, welding or weld spatter?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Are there unauthorized replacement components or repairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Does the pin turn freely and engage completely?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Is there any other visible damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspector Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____



PERSONAL FALL ARREST SYSTEM INSPECTION REPORT

Inspection by: _____ Date: _____

Project: _____ Company: _____

Inspection Removal Criteria for Full Body Harnesses

	Yes	No	Action Taken
1. D-Rings are free of damage, distortion, cracks or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Buckles are free of damage, distortion, cracks or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Webbing is free of cuts, tears, frays or abrasion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Webbing is free of chemical damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Webbing is free of excessive soiling or discoloration?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Webbing remains flexible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Webbing is free of melting, charring or other burn/heat damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Stitching is free of damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. If equipped with impact indicators, are they still intact?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Labels are present and legible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Harness is free of unauthorized repairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspection Removal Criteria for Lanyards/Rope Lifelines

1. Snap hooks are free of damage, distortion, cracks or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Snap hooks operate, open/close and lock/unlock properly?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Webbing/rope is free of cuts, tears, frays or abrasion damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Webbing/rope is free of chemical damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Webbing/rope is free of excessive soiling or discoloration?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Webbing/rope remains flexible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Webbing/rope is free of melting, charring or other burn/heat damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Energy absorber has not been elongated?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Stitching is free of damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. If equipped with impact indicators, are they still intact?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Labels are present and legible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Lanyard is free of knots/kinks and any other unauthorized repairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspection Removal Criteria for Self Retracting Lifelines

1. If equipped with impact indicators, are they still intact (not activated)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Labels are present and legible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Screws and fasteners tight, not missing?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Snap hooks are free of damage, distortion, cracks or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Snap hooks operate, open/close and lock/unlock properly?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Housing is free of cracks or any other damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Lifeline extends and retracts properly with adequate spring tension?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Lifeline braking mechanism locks up properly?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Lifeline is free of melting, charring or other burn/heat damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Lifeline is free of cuts, tears, frays or abrasion damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Lifeline is free of excessive soiling or discoloration?	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Lifeline remains flexible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Lifeline is free of any knots or kinks?	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Device is free of any unauthorized repairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspection Removal Criteria for Anchor Straps/Beam Straps

1. D-Rings free of damage, distortion, cracks or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Webbing is free of cuts, tears, frays or abrasion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Webbing is free of excessive soiling or discoloration?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Webbing/rope is free of melting, charring or other burn/heat damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Webbing is free of chemical damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Stitching is free of damage?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspector Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____



EMERGENCY ACTION PLAN

Emergency Reporting

All personnel are required to report any injury, emergency or potentially dangerous situation to the Evolve Construction superintendent and the Evolve Construction office immediately.

Evolve Construction Office Phone Number: _____ (336) 389-9992

Site/Location Address: _____

Evolve Superintendent Name: _____

Evolve Superintendent Phone Number: _____

Emergency Contacts & Information

The emergency phone numbers for this project are:

- Ambulance/Rescue/EMS: _____
- Fire Department: _____
- Police/Law Enforcement: _____
- Medical Facility (Name & Phone Number): _____
- Utility Companies (if applicable): _____
- On Site First Aid Provider: _____
- Evolve Construction Project Manager/Supervisor: _____

Emergency Duty Assignments (Assign these duties to capable employees)

Who will call for Emergency Services? _____

Who will meet & direct Emergency Service Responders to the accident location? _____

Who will assist with evacuations? _____

Evacuation & Accountability Procedures

If an emergency occurs that requires an evacuation of the work area, all personnel will be notified to evacuate using verbal, radio or cell phone communications.

Upon receiving instructions to evacuate, all personnel must evacuate using the nearest safe exit. All exits should be identified prior to beginning work, kept clear and unlocked at all times during working hours.

All personnel will evacuate and assemble at the following locations unless otherwise directed by the Evolve Construction field foreman:

Fire/Emergency Evacuation Assembly Area _____

Severe Weather Evacuation Assembly Area _____

No one is to leave the project or assembly area until accounted for and instructed to do so. Employees and subcontractor employees will not return to the work area until emergency responders, the Evolve Construction superintendent or management has communicated that it is safe to return to the work area.



CONFINED SPACE ENTRY PERMIT

DESCRIPTION

Project: _____ Site/Facility Owner: _____
Supervisor: _____ Location: _____
Type: ☐ Non-Permit ☐ Permit Date and Time of Entry: ____ / ____ / ____ AM/PM
Location of Confined Space: _____
Type of Confined Space: ☐ Tank ☐ Pipe ☐ Manhole ☐ Tunnel ☐ Vault ☐ Boiler ☐ Other
Work Description/Purpose of Entry: _____
Hazards: _____

VERIFICATIONS

	Date	Entry Supervisor's Initials
Lock-out/Tag-out (elect., mechanical, hydraulic, thermal, etc.)	_____	_____
Purged, Cleaned, Drained, and Ventilated	_____	_____
Employee Training	_____	_____

SPECIAL REQUIREMENTS (Completed and Reviewed Prior to Entry)

	Required	Verified		Required	Verified
Management Notified	<input type="checkbox"/>	<input type="checkbox"/>	Hot Work Permit Required	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Access	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher Available	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Lighting (low voltage)	<input type="checkbox"/>	<input type="checkbox"/>	Lifelines Required	<input type="checkbox"/>	<input type="checkbox"/>
Attendant Required	<input type="checkbox"/>	<input type="checkbox"/>	Harnesses Required	<input type="checkbox"/>	<input type="checkbox"/>
Warning Signs Posted at Access	<input type="checkbox"/>	<input type="checkbox"/>	Respirators Required (Type:)	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation Required	<input type="checkbox"/>	<input type="checkbox"/>	Air Supplied Respirators Required	<input type="checkbox"/>	<input type="checkbox"/>
Authorized Entry Log at Access	<input type="checkbox"/>	<input type="checkbox"/>	Protective Clothing Required	<input type="checkbox"/>	<input type="checkbox"/>
Rescue Equip./Services Available	<input type="checkbox"/>	<input type="checkbox"/>	Communications Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Rescue Team Required	<input type="checkbox"/>	<input type="checkbox"/>	Continuous Air Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Attendant(s) Name(s): _____

AIR MONITORING

Make: _____ Model: _____ ID# _____
Field Calibration Date: _____ Calibrated By: _____
Atmosphere Checked By: _____

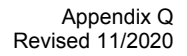
Contaminants	Permissible Levels	1 st Check*	Time	2 nd Check*	Time	3 rd Check*	Time
% Oxygen (O ₂)	19.5% to 23.5%						
LEL (Flammables)	Less than 10%						
Carbon Monoxide (CO)	Less than 35 ppm						
Hydrogen Sulfide (H ₂ S)	Less than 10 ppm						
Other:							

* 1ST CHECK TO BE COMPLETED PRIOR TO ENTRY

IN CASE OF EMERGENCY, CALL: _____ OR _____

AUTHORIZATION

	Signature	Date
Entry Supervisor:	_____	_____
Superintendent:	_____	_____
Safety Coordinator:	_____	_____

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CRITICAL LIFT PLAN

GENERAL INFORMATION

Project: _____ Date: _____
Subcontractor/Company: _____
Lift Description: _____
Diagram of Crane Lift & Load Placement Attached? _____ Yes _____ No

LOAD INFORMATION

Load Description: _____
Load Condition: _____
Load Weight (lbs.): _____ Source of Load Weight: _____
Load Weight Confirmed By Who?: _____

CRANE INFORMATION

Crane Make & Model: _____ Max Rated Capacity (Tons): _____
Main Boom Length & Scope Configuration to be Used: _____
Jib Length to be Used: _____ Rated Capacity of Jib (lbs.): _____
Amount of Counterweight to be Used (lbs.): _____
Hoist Rope Diameter: _____ Number of Parts: _____ Capacity for # of Parts (lbs.): _____
Radius at Pick-Up (ft.): _____ Radius at Set-Down (ft.): _____
Main Boom Angle at Pick Up: _____ Main Boom Angle at Set-Down: _____
Jib Angle at Pick Up: _____ Jib Angle at Set-Down: _____
Gross Chart Capacity at Maximum Radius to be used: Over Rear (lbs.): _____
Over Side (lbs.): _____ Over Front (lbs.): _____
Capacity Deductions: Weight of Auxiliary Block/Ball _____ (lbs.)
Weight of Main Block/Ball _____ (lbs.)
Weight of Lifting Beams _____ (lbs.)
Weight of Slings, Shackles, Rigging _____ (lbs.)
Weight of Jib (Stowed or Erected) _____ (lbs.)
Weight of Hoist Rope _____ (lbs.)
Weight of Excess Load Material (Crates, etc.) _____ (lbs.)
Other _____ (lbs.)
Total Capacity Deductions: _____ (lbs.)
Net Crane Capacity at Maximum Radius to be used: Over Rear (lbs.): _____
Over Side (lbs.): _____ Over Front (lbs.): _____



PERCENTAGE OF CAPACITY

Load Weight Divided By **Net** Crane Capacity at Maximum Radius Multiplied By 100:

Over Rear (%): _____ Over Side (%): _____

Over Front (%): _____

If above values exceed 90% in any required quadrant of operation Evolve Construction management authorization is required before proceeding with the lift.

RIGGING INFORMATION

Describe Rigging Arrangement for this Lift: _____

Sling Type/Construction: _____

Hitch Type: _____ Sling Angle: _____

Rigging/Sling Length: _____ Rigging/Sling Diameter: _____

Number of Sling Legs: _____ Shackle Size: _____

Number of Shackles: _____ Total Shackle Capacity: _____

Sling Assembly Rated Capacity Per Leg at Specified Sling Angle: _____

Sling Assembly Rated Capacity All Legs: _____

PRE-LIFT CHECKLIST

Must be Completed Just Prior to Each Critical Lift

Yes No

- | | | |
|---|--------------------------|--------------------------|
| 1. Crane placed on smooth solid foundation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Outrigger cribbing of appropriate size, configuration? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Overhead power lines evaluated and proper clearance will be maintained? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will travel with hoisted load be required? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Crane properly inspected and free of defects? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Rigging inspected and free of defects? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Rigging installed as specified for the lift? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Crane boom, hoist, counterweight, etc. configured as specified for the lift? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Adequate swing room and head clearance verified? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Weather and wind has been evaluated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Site control, safety spotter and signal system has been established? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Operator certification current and verified? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Annual crane inspection current and verified? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Taglines properly placed, secured and manned? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Pre-Lift meeting held with all personnel involved? | <input type="checkbox"/> | <input type="checkbox"/> |

SIGNATURES

Critical Lift Plan Developed By: _____ Date: _____

Crane Operator: _____ Date: _____

Qualified Rigger: _____ Date: _____

Subcontractor Management: _____ Date: _____

Evolve Construction Superintendent: _____ Date: _____



HOT WORK PERMIT

APPLICATION

Project Name: _____
Subcontractor/Company Requesting Permit: _____
Name of Employee Requesting Permit: _____
Names of Employees Performing the Hot Work: _____
Name of Fire Watch(s): _____
Location of Hot Work (Floor, Area, etc.): _____
Description of Hot Work Activity: _____
Hot Work Date/Time Requested (One shift maximum): _____

PRE-HOT WORK INSPECTION

The Evolve Construction superintendent or manager must complete the following.				Yes	No	NA
1.	Have fire watch personnel been assigned to each floor or area adjacent to the hot work area where there is a potential for fire to extend or ignite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Are fully charged fire extinguishers, rated at least 2A-10B-C accessible to each fire watch person and to the persons performing the hot work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Is the area around and below the hot work clear of other workers and activities that could create a fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Have all persons been trained in the proper use of fire extinguishers? (P.A.S.S. method = Pull, Aim, Squeeze, Sweep)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Have all combustible materials within 35' of the hot work area been removed, shielded or otherwise protected from sparks, slag, or flame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Have all flammable liquids below and within 35' of the hot work area been moved to a safe distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Have all persons been instructed in the fire reporting procedures should a fire occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Have fire watch personnel been instructed to continuously monitor areas exposed to hot work for at least 30 minutes after the hot work is complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PERMIT

☐ Permit Approved
☐ Permit Denied
☐ Permit Approved with the following requirements: _____
Permit Issue Date/Time: _____ Permit Expiration Date/Time: _____
Evolve Construction Superintendent Signature: _____ Date: _____
Signature of Person Requesting Permit: _____ Date: _____
Safety Coordinator Signature (If Required): _____ Date: _____

FIRE WATCH POST-HOT WORK INSPECTION

I have inspected the areas covered by this hot work permit at least 30 minutes after the completion of the work and I detected no sign of fire or smoldering.

Name Signature Date Time



NOTICE TO COMMENCE STEEL ERECTION

This written notice is required by OSHA Regulation Subpart R – 1926.752(a-b).

Steel Erection Contractor: _____
Steel Erector Contact Person: _____
Steel Erector Contact Phone Number: _____
Project Name: _____
Date of this Notice: _____

As an authorized representative of Evolve Construction, the controlling contractor for the project, we are hereby providing written notice to (Insert name of steel erection contractor) _____, that it is safe to begin steel erection work in the following areas or sequences of this project: _____

We are also confirming the following:

- | | Yes | N/A |
|--|--------------------------|--------------------------|
| 1. The concrete in footings, piers and walls that will support structural steel columns, beams, joists, girders and other bearing members has attained 75% of minimum design strength or sufficient strength to support the loads imposed as determined on the basis of appropriate ASTM standard test methods of field-cured samples. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The mortar in masonry piers and walls that will support structural steel columns, beams, joists, girders and other bearing members has attained 75% of minimum design strength or sufficient strength to support the loads imposed as determined on the basis of appropriate ASTM standard test methods of field-cured samples. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. All anchor bolts for columns were either installed as designed with no repairs or modifications, or any field modifications or repairs were made with the approval of the structural designer. If field modifications or repairs were made to any anchor bolts the exact location of these bolts will be specified below. | <input type="checkbox"/> | <input type="checkbox"/> |

Location of field modified or repaired anchor bolts: _____

CONFIRMATION & ACKNOWLEDGEMENT

_____ Steel Erection Contractor Contact Person Signature	_____ Date
_____ Evolve Construction Superintendent Signature	_____ Date