



**SAFETY & HEALTH POLICY/ACCIDENT PREVENTION PROGRAM**

**Table of Contents**

**SAFETY AND HEALTH MANAGEMENT SYSTEM.....3**

    MODIFICATIONS/UPDATES.....3

        Review and Approval.....3

        Update Process/Procedures.....3

    MANAGEMENT COMMITMENT AND PLANNING .....3

    SAFETY AND HEALTH POLICY STATEMENT .....4

    GOALS AND OBJECTIVES .....4

    EMPLOYEE HANDBOOK STATEMENT .....5

**PROGRAM RESPONSIBILITY AND AUTHORITY .....5**

    SAFETY AND HEALTH COMMITTEE.....5

    PROGRAM MANAGER .....6

    EMPLOYEES .....6

    SITE SPECIFIC.....7

        Supervisor .....7

    ACCIDENT REPORTING CONTACT ORDER.....7

**POLICIES, PROCEDURES, SAFETY & HEALTH RULES .....7**

    ADDITIONAL PROCEDURE POLICIES .....7

    PERSONAL PROTECTIVE EQUIPMENT .....8

    MICHIGAN RIGHT TO KNOW .....8

        MSDS .....9

    RULES/DISCIPLINE .....9

        Rules .....9

        Discipline .....11

**EMPLOYEE INVOLVEMENT.....11**

    SAFETY INSPECTIONS.....11

    SUGGESTION SYSTEM .....11

    EMPLOYEE PARTICIPATION .....11

**WORKSITE ANALYSIS.....11**

    NEW EQUIPMENT, PROCESSES AND FACILITY HAZARD ANALYSIS .....12

    JOB SAFETY ANALYSIS (JSA) AND PPE ASSESSMENT .....12

    EMPLOYEE REPORT OF HAZARDS.....12

    RESPONDING TO SAFETY AND HEALTH ISSUES.....12

        Accident/Incident Investigation.....12

        Emergency Response Program.....13

**TRAINING.....13**

    SAFETY AND HEALTH TRAINING.....13

        Training will be Conducted.....13

Training Records .....	14
New Employee Training .....	14
DOCUMENTATION/INFORMATION/LITERATURE .....	14
Record Keeping .....	14
Information/Literature .....	15
SAFETY AND HEALTH WORK OBSERVATIONS.....	15
<b>FORM EXAMPLES .....</b>	<b>16</b>
SAFETY VIOLATION DOCUMENT.....	16
JOB SITE SAFETY AUDIT FORMS.....	17
Tool Box Talk/JSA.....	17
Weekly Safety Audit.....	18
Monthly Safety Audit.....	22
JOB SITE POSTER/INFORMATION SHEETS.....	26
Michigan Right to Know Law .....	26
Emergency Action Plan.....	27
Jobsite Safety Sign (2'x4').....	27
Emergency Contact Numbers .....	28

## SAFETY AND HEALTH MANAGEMENT SYSTEM

Establishment Name: L.D. Docsa Associates, Inc.  
 Address: 300 S. 8<sup>th</sup> Street  
 City: Kalamazoo, MI 49009  
 Phone: 269-349-7675  
 Type of Business: General Contractor  
 Email: info@lddocsa.com

Chief Executive Officer: .....David L. Docsa, P.E.  
 President..... Jason Docsa, P.E.  
 Vice President..... Scott DeVoll  
 General Superintendent..... Jeff Lovell  
 Employer Safety and Health Representative: .....Kris Alderman  
 Equipment Manager:..... Kris Alderman

### MODIFICATIONS/UPDATES

#### Review and Approval

This document has been updated on 1-1-2017 and implemented into action on **March 31, 2017**. These revisions have been reviewed and approved by the following:

David L. Docsa, P.E., Chairman of the Board	_____
Jason Docsa, P.E., President	_____
Scott DeVoll, Vice President	_____
Jeff Lovell, General Superintendent	_____
Kris Alderman, Safety Manager	_____

#### Update Process/Procedures

Upon updating this document, it is imperative this document be replaced and/or distributed in accordance with the following:

- Create updated Safety Policy & Procedures folder with date as noted above and save
- Incorporate changes into new employee packet distribution process
- Distribute inner office and to all project superintendents for implementation

### MANAGEMENT COMMITMENT AND PLANNING

The organization’s culture can directly influence the success of the safety and health management system. Our management will play a major role to ensure its success. Management commitment requires managing safety and health like other organizational concerns, integrating safety and health into the entire organization, becoming personally involved and establishing accountability for safety and health at all levels in the organization.

It is the intent of L.D. Docsa Associates, Inc. to furnish each employee employment, which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to such employee. The following guidelines will be utilized and enforced:

- L. D. Docsa Associates, Inc. shall not knowingly permit an employee to work while under the influence of intoxicating beverages or substances that impairs the employee's ability to perform a task in a safe manner.
- L. D. Docsa Associates, Inc. will inspect all machines, tools and equipment's on a regular basis to make certain that no defect is present that will affect the safety of employees.
- All employees' complaints or concerns regarding safety shall be immediately brought to the attention of the Safety Manager.
- Periodic meetings will be held to inform all employees of the company safety program.
- Continual training of all employees is required.
- Employer will enforce a disciplinary system to employees in violation of safety procedures.

L.D. Docsa Associates, Inc., in an attempt to use accepted safety standards, has adopted both the MIOSHA Construction Safety Standards and MIOSHA Construction Health Standards, as well as the Army Corps of Engineers EM385 by reference.

## **SAFETY AND HEALTH POLICY STATEMENT**

L.D. Docsa Associates, Inc. considers no phase of its operation more important than safety and health protection. We will provide and maintain safe and healthful working conditions and establish and insist upon safe work methods and practices at all times.

Safety and health shall be an integral part of all operations including planning, development, production, administration, sales and transportation. Accidents have no place in our company. We will work to consistently maintain safe and healthful working conditions, to adhere to proper operating practices and procedures designed to prevent injury and illness, and to observe Federal, State, Local and Company safety and health regulations.

Each level of management must reflect an interest in company safety and health objectives and is required to set a good example by always observing the rules as a part of their normal work routine. Management interest must be vocal, visible and continuous, from top management to departmental supervisors. All employees are expected to follow safe working practices, obey rules and regulations and to work in a way, which maintains the high safety and health standards developed and sanctioned by the company.

We require all employees to make our safety and health program an integral part of their daily operations.

## **GOALS AND OBJECTIVES**

Corporate Motto **"Everyone Goes Home Safe"**

**Goal: Provide a comprehensive program to assess and prevent or control all hazards**  
**Objective: Increase Employee involvement in job site safety assessment and control.**

## EMPLOYEE HANDBOOK STATEMENT

Carelessness breeds injury. Poor health or injury can break-up your home and/or future. To protect yourself and those around you, you are asked to cooperate fully by observing rules at all times.

L.D. Docsa employees will follow all guidelines set by OSHA, MIOSHA, ACOE EM385 and the L.D. Docsa Associates, Inc., Job Site Safety Manual. As noted in the Safety Policy violations of safety rules will be documented and placed in employee files.

It is the Policy of this company to maintain a safe and healthful workplace. The company has implemented a Safety Program to help further this policy. (See the LD Docsa Associates Safety Manual).

Employee safety is of utmost importance to the company. Any unsafe or hazardous working condition (whether involving a company employee or another entity's) should be brought immediately to the attention of your supervisor.

Safety and health involves individual responsibility on the part of every employee. The company expects all employees to constantly be aware of any action or condition, which is or might be unsafe, unhealthy or careless, and to act and work in a safe manner, and watch out for each other, as well as subcontractors.

**Never allow an accident to go unreported.** If you are injured on the job, regardless of how slight the injury may appear to be, report it promptly to your supervisor. Any injuries of a serious nature must be handled at once by the nearest immediate care facility. Treatment of alleged injuries at a later time may not be covered by Worker's Compensation and the employee may be responsible for the medical charges.

## PROGRAM RESPONSIBILITY AND AUTHORITY

### SAFETY AND HEALTH COMMITTEE

L. D. Docsa Associates, Inc. designates a Safety Committee to be responsible for the development and implementation of the Company's safety program. When practical, employees of L. D. Docsa Associates, Inc. will participate in safety seminars.

Then the total elimination of accidents and injuries will become not just an objective, but also a way of life. L.D. Docsa Associates, Inc. uses the company wide structure noted in this safety plan to maintain accountability for safety. The company safety officer monitors and trains employees in safe work practices and reports directly to the President. The enclosed safety violation procedure and forms are used by the project supervision to enforce the safety rules for each project. Each project supervisor as well as the General Superintendent, Safety Manager, and Project Manager have the full authority to stop work on each site if safety rules are not maintained.

Our committee will be comprised of management and employee representatives. Our committee will meet quarterly and yearly to review safety standards and procedures.

The committee will:

- Have defined goals and objectives.
- Address safety and health issues.
- Record and post minutes of the meetings.
- Involve employees in problem solving.

- Document action taken and post on the bulletin boards for all employees to read and/or comment.
- Have a formal agenda.

## **PROGRAM MANAGER**

The *Safety Manager* acts as the competent person for L.D. Docsa Associates, Inc. in reference to this program. It is the responsibility of our *Safety Manager* to coordinate, implement, and administer L.D. Docsa Associates, Inc.'s safety and health system. Responsibilities include:

- The procedures described in this program are followed.
- Conduct or facilitate safety and health training.
- Serve as a safety and health staff resource for supervisors and employees.
- Accompany work site managers on all regulatory inspections (e.g., MIOSHA, Fire Inspector, etc.)
- Instruct each employee regarding operating procedures, hazards and safeguards of tools and equipment when necessary to perform the job.
- Inspect the construction-site; tools and equipment to assure unsafe conditions that may create a hazard are eliminated.
- Instruct each employee in the recognition and avoidance of hazards.
- Instruct each employee, where known harmful plants, reptiles, animals or insects are present, as to the potential hazards, how to avoid injury, and applicable first aid procedures to be used in the event of an injury.
- Instruct each employee required to handle or use known poisons, toxic materials, caustics and other harmful substances regarding the potential hazards, safe handling, use, personal hygiene, protective measures required and applicable first aid procedures to be used in the event of injury.
- Instruct each employee required to enter a confined space regarding the hazards involved, the necessary precautions to be taken, the use of personal protective equipment, and the procedures to be followed if an emergency occurs.
- Instruct all employees in the steps to be taken in case of an injury or accident.
- All required inspections, tests, and record keeping functions have been performed.
- Being knowledgeable of potential job hazards.
- Ensuring compliance with MIOSHA construction safety and health standard requirements.
- Making regular safety inspections and auditing project sites.
- Establishing safety procedures.
- Correlating regular safety training with lead persons.
- Maintaining safety records.

## **EMPLOYEES**

All employees, including contractor personnel, who work in or around job-site, must comply with the requirements of this program. Employees are responsible for reporting hazardous practices or situations to L.D. Docsa Associates,

Inc. management, as well as reporting incidents that cause injury to themselves or other employees to the *Safety Manager*.

## SITE SPECIFIC

### Supervisor

Our supervisor's attitude plays an important part in obtaining or preventing the acceptance of safe and healthful work practices, policies, and procedures. It is the supervisor's responsibility to identify potential hazards, identify methods to control or eliminate the hazards, ensure employees engage in safe and healthful work practices, and ensure employees receive safety and health training to do their work. Safety and health performance will be part of our supervisor's evaluation.

The on-site *Superintendent* will be on-site while work is on-going. He/she will report directly to the *General Superintendent*, *Corporate Safety Director* and *President/Vice President* of L.D. Docsa. He/she will have full authority to stop work if unsafe conditions arise. He will be charged with following tasks to ensure safety compliance and a safe work site. (Note, this is not intended to be an exhaustive list.)

- Safety on-boarding of new employees to their specific site.
- Safety orientations for every new subcontractor on-site.
- Daily Tool Box Talk/JSA meeting with entire site team.
- Weekly Safety Audit recording near misses and deficiencies are resolved.
- Continuous safety inspections of the site while work is on-going.
- Hazard analysis review for each new task and review with the crew performing the work.
- Safety inspections of equipment, tools, etc. on-site.
- Make sure safety signage, posters, and promotions, are visible to site employees.
- Fostering a safety culture in conjunction with the President and Safety Director of L.D. Docsa.
- Maintain documentation on safety inspections, deficiencies, etc.

## ACCIDENT REPORTING CONTACT ORDER

Accidents incurred on the job site must be reported according to the following order:

**Site Employee/Worker → Superintendent → General Superintendent → Safety Manager & Project Manager → Vice President & President → Chairman of the Board**

## POLICIES, PROCEDURES, SAFETY & HEALTH RULES

### ADDITIONAL PROCEDURE POLICIES

Our management is responsible for implementing major decisions, policies and safety and health procedures. Specific safety and health procedures that are required by MIOSHA will be put in writing, including, but not limited to:



- Confined Space Policy and Procedures
- Respiratory Program
- Crane, Sling and Hoist Policy and Procedures (All cranes will maintain this document along with owner's manual)
- Excavation, trenching and shoring policies and procedures (All equipment will maintain this document along with the owner's manual)
- Fall protection policy and procedures
- Written hazard communication and chemical safety policy and procedures
- Control of Hazardous Energy (Lockout-Tagout) Policy and Procedures
- Crystalline Silica Protection Program

Copies of these written programs are available on-site and at the main office. Written safety and health rules, and required MIOSHA posters, will be posted on-site and communicated with all employees. These rules will be enforced and followed by everyone at our facility.

## **PERSONAL PROTECTIVE EQUIPMENT**

General requirements for Personal Protective Equipment (PPE) are as follows.

- Head protection is mandatory, and will be worn on job sites at all times.
- Eye protection is mandatory, and will be worn on the job site at all times.
- Protective footwear in the form of hard toe boots is mandatory, and shall be worn to protect from falling objects, chemicals, or stepping on sharp objects.
- Protective gloves shall be worn when required to protect against a hazard.
- Harnesses and lanyards shall be utilized for fall protection as required in MIOSHA Construction Safety Standards.
- High visibility clothing is recommended to be worn to increase the visibility of the worker.

A more detailed policy and procedure is available for review at any time. This document can be found with each *Site Superintendent, Safety Manager*, and in the L.D. Docsa Associates, Inc. main office.

## **MICHIGAN RIGHT TO KNOW**

The Michigan Occupational Safety and Health Act (MIOSHA) has been amended to include requirements for the communication of information regarding the safe handling of hazardous chemicals present in Michigan workplaces. These amendments are known as the Michigan Right To Know Law.

The law requires a communication program designed to safeguard the handling of hazardous chemicals through labeling of chemical containers, development and availability of Material Safety Data Sheets, the training of employees working with these chemicals and a written hazard communication program developed by the employer.

The law also provides for specific employee rights. They include: 1) the right to be notified (by employer posting) of the location of Material Safety Data Sheets (MSDS); 2) the right to be notified (by employer posting) of new or

revised MSDS no later than five (5) working days after receipt; 3) and that employees have the right to request MSDS(s) from their employers.

Employees are afforded protection from any discrimination or discharge resulting from the request for information regarding hazardous chemicals under the Right To Know Law.

### **MSDS**

A copy of MSDS information sheets will be available on-site and also in the main office. Employees will not be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Additional detailed information on this policy can be found in the Written Hazard Communication Program Policy and Procedures.

## **RULES/DISCIPLINE**

### **Rules**

All of our corporate safety rules must be followed at all times. Fail to do so will result in strict disciplinary action.

- 1) Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.
- 2) Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area, gloves when handling materials, safety shoes in the form of hard toe boots, and high visibility clothing or vest.
- 3) Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
- 4) If any part of the body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
- 5) Watch where you are walking – don't run.
- 6) The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform you supervisor if taking strong prescription drugs that warn against driving or using machinery.
- 7) Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
- 8) Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
- 9) A good job is a clean job, and a clean job is the start of a safe job. Keep your working area free from rubbish and debris.
- 10) Do not use a compressor to blow dust or dirt from your clothes, hair or hands.
- 11) Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or are apt to be nervous or sick.
- 12) Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
- 13) Know where firefighting equipment is located and be trained on how to use it.

- 14) Lift correctly – with legs, not the back. If the load is too heavy, GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
- 15) Nobody but the operator shall be allowed to ride on equipment unless proper seating is provided.
- 16) Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
- 17) Be sure that all guards are in place. Do not remove, displace, damage or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
- 18) Do not enter an area which has been barricaded.
- 19) If you must work around heavy construction equipment, make sure operators can always see you. Barricades are required for cranes.
- 20) Never oil, lubricates, or fuel equipment while it is running or in motion.
- 21) Before servicing, repairing, or adjusting any powered too or piece of equipment, disconnect it, lock out the source of power, and tag it out.
- 22) Barricade danger areas. Guard rails or perimeter cables may be required.
- 23) Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation. Excavations less than five feet may also require cave in protection in some instances.
- 24) Use the “four and one” rule when using a ladder. One foot of base for every four feet of height.
- 25) Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
- 26) Ladders must extend three feet above landing on roof for proper use.
- 27) Defective ladders must be properly tagged and removed from service.
- 28) Keep ladder bases free of debris, hoses, wires, materials, etc.
- 29) Build scaffolds according to manufacturers’ recommendations and MIOSHA Construction Safety Standard Part 12 – Scaffolding.
- 30) Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
- 31) Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
- 32) The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
- 33) Never throw anything “overboard”. Someone passing below may be seriously injured.
- 34) Open fires are prohibited.
- 35) Know what emergency procedures have been established for your job site. (Location of emergency phone, first aid kit, fire extinguisher locations, evacuation plan, MSDS sheets, etc.)
- 36) Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a no respirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with

an appropriate detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.

## **Discipline**

The following will be enforced for any violations of the company safety policy:

**FIRST VIOLATION:** WRITTEN NOTICE IN EMPLOYEE FILE (RETAINED FOR ONE YEAR AND THEN REMOVED); SUSPENDED FOR ONE (1) DAY WITHOUT PAY.

**SECOND VIOLATION:** IF VIOLATION IS WITHIN ONE (1) YEAR OF THE FIRST VIOLATION, SUSPENDED FOR ONE (1) WEEK WITHOUT PAY.

**THIRD VIOLATION:** IF VIOLATION WITHIN ONE (1) YEAR OF THE SECOND VIOLATION, DISCHARGE.

## **EMPLOYEE INVOLVEMENT**

### **SAFETY INSPECTIONS**

Our employees will participate in regular safety and health inspections (Weekly/Monthly/Quarterly) to help identify potentially hazardous conditions and unsafe actions and initiate corrections. Findings will be presented to the *Safety Manager* for review. Corrective action will be implemented under the direction of the *Safety Manager* in a timely manner.

A record of all safety inspections and correctional steps will be kept. Additional information on this portion of our policy can be found under “Worksite Analysis”.

### **SUGGESTION SYSTEM**

Our employees are encouraged to make safety and health suggestions to help improve a process, prevent an accident, or to make any improvement in the safety and health system. The suggestion system will be implemented by the *Safety Manager*, who will be responsible for determining priority and the proper means of implementation. Safety suggestions will be shared with the safety and health committee for input.

### **EMPLOYEE PARTICIPATION**

Our employees are encouraged to provide input regarding recommendations on safety and health products, procedures, and training as it pertains to daily work operations. For example, employees may be given some responsibility to test out products or conduct research to substantiate recommendations. Employee input may be provided through the suggestion system, report of hazard, or through actions the safety and health committee initiates. Employees may participate in a variety of ways such as; a trainer, inspector, or problem solver.

## **WORKSITE ANALYSIS**

We will conduct a worksite analysis, through systematic actions that provide information as needed to recognize and understand the hazards and potential hazards of our workplace. Listed below are types of worksite analysis actions that can assist with making an inventory of potential hazards in our workplace:

- Comprehensive hazard surveys (insurance inspections, MIOSHA On-site, etc.).
- Hazard analysis of changes in the workplace (new equipment, new processes).
- Regular site safety and health inspections (employee and management).

- Employee report of hazards or potential hazards.
- Accident and incident investigations with corrective actions and follow-up.
- Injury and illness trend analysis.
- Personal protective equipment assessment.
- Job safety analysis.
- Ergonomic analysis.
- Specific identification of confined spaces.
- Identification of energy sources for specific machines.
- Copies of written inspections and surveys by: fire department, in-house as required by safety and health standards (e.g., overhead crane inspections, powered industrial truck daily inspection, etc.).

## **NEW EQUIPMENT, PROCESSES AND FACILITY HAZARD ANALYSIS**

On-site *Superintendent* in conjunction with *Safety Manager* will analyze new facilities, equipment, processes, and materials for hazards and potential hazards. Findings will be documented and plans developed to minimize or design out the hazards.

## **JOB SAFETY ANALYSIS (JSA) AND PPE ASSESSMENT**

The main purpose of our JSA is to prevent accidents by anticipating and eliminating hazards. The *Safety Manager* will periodically perform the JSAs and personal protective equipment assessments to assure the appropriate safeguards and protection are in place and to develop safe work practices and procedures. When JSAs and personal protective equipment assessment are performed, employees will be involved in the process.

## **EMPLOYEE REPORT OF HAZARDS**

Our employees play a key role in identifying, controlling, and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective tool to trigger a closer look at a piece of equipment, operation, or how work is being performed. Reports of potential hazards can also provide suggestions to eliminate a hazard.

## **RESPONDING TO SAFETY AND HEALTH ISSUES**

We will conduct an investigation for all accidents/incidents and near misses. Our primary goal of conducting an investigation is to determine the “root cause” to prevent the risk of a future occurrence. Investigation reports can help determine injury and illness trends over time, so that patterns with common causes can be identified and prevented. Investigations are not intended to place blame.

Accidents and “near-miss” incidents will be investigated by on-site *Superintendent* and *Safety Manager*. The reports will be reviewed by a designated person from the Safety Committee within 24 hours of an accident/incident.

### **Accident/Incident Investigation**

Our management will take prompt consistent action when responding to safety and health issues. They will demonstrate our commitment to addressing safety and health concerns and encourage employee participation. Management will respond to employees’ reports of hazards or potential hazards as submitted.

Immediate supervisors will review, investigate, and take any necessary and appropriate action on all employee report of hazards or potential hazards. The employee reporting the hazard or potential hazard will be notified of the outcome. Reporting of hazards or potential hazards will be without fear of reprimand.

### **Emergency Response Program**

As part of its safety program, it is the policy of L.D. Docsa Associates, Inc., to make certain that all employees have been instructed as to proper procedures in case of an injury or accident.

A list of emergency phone numbers will be posted at the job site when practical. If no suitable or convenient location exists, the list will be kept by the supervisor. All employees will have their supervisor's phone number. The supervisor will hold a copy of an Emergency Phone Numbers list, distributed by the office. It is important to call 9-1-1 first, when necessary. All employees shall refer to the list of emergency numbers if medical attention or emergency rescue operations are required beyond that which cannot be performed by the employees of L.D. Docsa Associates, Inc. All accidents and/or injuries shall be report to the office and the *Safety Manager* immediately.

## **TRAINING**

Our management will develop systems to prevent and control hazards. These include: the establishment of controls through engineering, work practice, personal protective equipment, and/or administrative actions; systems to track hazard correction; preventive maintenance systems; emergency preparation; and medical program. Copies of applicable MIOSHA standards will be held in the main office for employee review or can be viewed on line at [www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards).

Our written system will be implemented to assure guards, housekeeping, and personal protective equipment are being used. A written plan of action for the correction of hazards found in the workplace will be implemented by the *Safety Manager*. Actions will be communicated to all employees. A machine-specific maintenance schedule will be established by the Equipment Manager. Maintenance logs will be kept to document work performed and repairs scheduled or ordered.

Our supervisors will correct and reinforce safe and healthy work practices as part of their daily routine. Our written disciplinary procedure will assist in fair and consistent enforcement, and will include remedies and follow-up. Through a team effort all employees at L.D. Docsa Associates, Inc. will make "safety checks" a part of routine work practices.

### **SAFETY AND HEALTH TRAINING**

Our goal of safety and health training is to provide a mechanism for our employees to understand safety and health hazards and how to protect themselves and others. Safety and health training programs include determining the training needs, involving our employees in the program design, and implementing the training.

Our training should be designed for the type of work and potential hazards employees may be exposed to. All construction-site workers will be required to have the proper training for their working conditions. Our employee training will be documented and reviewed as necessary to ensure consistent safe and healthful work practices.

#### **Training will be Conducted**

- Immediately for new employees, and at 90 day review.
- Yearly for current employees.

- When required by a specific standard, equipment, or procedure.
- When new methods are developed or changed.
- When an employee's responsibilities or designated job duties change.
- When a pattern of unsafe or unhealthy behaviors are observed.
- When an employee shows a deficiency in knowledge of a company rule and procedure.
- When new hazards are identified, new controls are implemented or personal protective equipment is provided.
- When a specific health standard such as: asbestos, benzene, lead, cadmium, ethylene oxide, formaldehyde, hexavalent chromium, and others mandate it.

### **Training Records**

The records will be maintained by the *Safety Manager*. Training documents will include: who was trained, training subject, content, and date.

Our training schedules will follow, at a minimum, the training requirements of the MIOSHA standards. Our training shall consist of a combination of lecture, discussion, interactive computer learning, videotape, written materials, practical training and testing, or one-on-one (on the job) training.

### **New Employee Training**

New employees are required to report to the L.D. Docsa office for basic and site specific safety training. This training will be conducted by the *Safety Manager*.

Training will include:

- Company Safety & Health Policy Handbook review
- Aerial lift and scissor lift training
- Harness donning and doffing
- Respirator fit testing
- Wellness form
- Drug screening

In addition, new employees will be required to complete a 10-hour OSHA training program at their 90 day review.

## **DOCUMENTATION/INFORMATION/LITERATURE**

### **Record Keeping**

L.D. Docsa will incorporate a daily (Tool Box Talk/JSA), weekly and monthly site specific safety audit. The daily report, as titled Tool Box Talk/JSA, will be completed by the on-site *Superintendent*, site engineer, or designated employee, and will focus on PPE as well as a specific daily topic in accordance with work to be performed. Along with a daily report, L.D. Docsa will also complete a more in depth weekly safety audit of the project site. This audit will also be performed by the on-site *Superintendent*, or site engineer. The *Safety Manager* will be responsible to complete a monthly safety audit, which will confirm daily and weekly audits have been completed. The *Safety*

Manager will also verify deficiencies have been resolved or are scheduled to be resolved. A copy of the report, signed-off by the *Safety Manager*, will also be included on-site.

All safety audits will be logged into Timberline, our project management software for audit tracking. Hard copies of the daily and weekly site safety audits will be available on-site in the safety report binder, as well as a copy of the monthly report, signed-off by the *Safety Manager*. An example of these forms can be found at the end of this plan.

### **Information/Literature**

At construction-sites where a job site trailer is provided, L.D. Docsa will designate a reserved space for safety and health documents, memos, and safety and health committee minutes. In addition, L.D. Docsa will provide in job site trailers an emergency plan with the following information:

- Project Address
- Project Map
- Location of nearest Fire Department
- Location of nearest Hospital
- Designated Job Site Emergency Contact Person

L.D. Docsa will also post throughout the construction trailers safety signs and safety reminders for all visitors and fellow workers at the job site. Examples can be found at the end of this plan.

### **SAFETY AND HEALTH WORK OBSERVATIONS**

L.D. Docsa implements a culture of safety every day. Safety and health work observations will be performed routinely by supervisors and follow workers. L.D. Docsa expects employees and subcontractors alike, to hold each other accountable for their actions, act as a team, and ensure **EVERYONE GOES HOME SAFE.**



FORM EXAMPLES

**SAFETY VIOLATION DOCUMENT**

**L. D. DOCSA ASSOCIATES, INC.**

**SAFETY VIOLATION NOTICE  
THREE-STEP SYSTEM**

First Violation: Written notice in employee file (retained for one year and then removed) - suspended for one (1) day without pay.

Second Violation: If violation is within one (1) year of the first violation, suspended for one (1) week without pay.

Third Violation: If violation within one (1) year of the second violation, discharge.

Employee:	Job Location	Site Supervisor:
-----------	--------------	------------------

On \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time), you were observed violating the safety regulations of

MANUAL	PART or SECTION	RULE	DESCRIPTION
LD Docsa Safety Manual			
MIOSHA Safety Standards			
Corps of Engineers Safety And Health Standard (Em-385)			

Observed by: \_\_\_\_\_

Offense #: \_\_\_\_\_

*(To be completed by home office)*

Title: \_\_\_\_\_

# JOB SITE SAFETY AUDIT FORMS

## Tool Box Talk/JSA



## DAILY TBT/JSA

### TOOL BOX TALK/JOB-SITE SAFETY ANALYSIS

Project: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reviewers Name: \_\_\_\_\_ Title: \_\_\_\_\_

#### Tool Box Talk/Daily Activities

Tool Box Talk Item: \_\_\_\_\_

Daily Plan: \_\_\_\_\_

#### PPE REQUIREMENTS

Are all trades equipped with the following and have agreed to wear the appropriate PPE during work hours:

	Yes	No	N/A		Yes	No	N/A
Ear protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard toe boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/Face protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High visibility shirt/vest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Please note any deficiencies in PPE requirements and recognize need for additional PPE (i.e., gloves, fall protection, respirator, etc.)

\_\_\_\_\_

#### GENERAL SAFETY FOCUS

Description of Activity: \_\_\_\_\_

Requirements Met?  Yes  No  N/A

Deficiency(s) Noted: \_\_\_\_\_

Resolution(s): \_\_\_\_\_

#### SIGNATURES

Worker Acknowledgement of daily plan and safety requirements (SIGN-IN):


Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

(A copy of this report must be sent to LDD office, along with all requesting parties)

Weekly Safety Audit



WEEKLY SAFETY AUDIT

**JOBSITE REPORT**

Project: Clemens WWTP Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Reviewers Name: Alderman, Kris Title: \_\_\_\_\_  
 Task Description: \_\_\_\_\_

**COMPANY FOCUS**

	Yes	No	N/A	
Are weekly tool box talks being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tool box talk topic: _____
Two week look ahead schedule submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date submitted: _____
Lift and equipment operator cards current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Company Safety Manual and SDS sheets on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: _____

**NEWLY ADDED EMPLOYEES**

Name	Safety Training Date	Operators Cards:	Yes	No	N/A
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PPE REQUIREMENTS**

Were all trades on-site wearing all of the following requirements?

	Yes	No	N/A		Yes	No	N/A
Ear protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard toe boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/Face protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High visibility shirt/vest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Please note any deficiencies in PPE requirements and recognize need for additional PPE (i.e., gloves, fall protection, respirator, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEDICAL**

	Yes	No	N/A	
Are first-aid kits available and properly stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: _____
Are employees aware of site address/can of giving directions to emergency crew?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is anyone trained in first aid or CPR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all emergency phone numbers posted and updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: _____



**WEEKLY SAFETY AUDIT**

GENERAL PROJECT FOCUS								
<b>Manual Material Handling</b>								
	Yes	No	N/A		Yes	No	N/A	
Are mechanical devices being used in place of manual handling of material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are ropes, slings, chains, hook, cables and chokers in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper staging of materials to minimize lifting and carrying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigging equipment inspected regularly and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the handling of bagged material limited to 50 lbs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are carrying handles being used when a single worker is carrying sheeted materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping: Slips, Trips and Falls</b>								
	Yes	No	N/A		Yes	No	N/A	
Are walking and working surfaces clear and free of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are walking and working surfaces clear and free of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is adequate temporary lighting provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are waste and trash containers provided, used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is temporary storage of materials and supplies done in an organized fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does each trade clean-up after themselves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Protection and Prevention</b>								
	Yes	No	N/A		Yes	No	N/A	
Are all flammable liquid containers clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all flammable liquid containers UL or FM listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is ventilation adequate for temporary heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers readily accessible and serviced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have proper storage practices for flammables been observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have gas cylinders been chained upright with valve caps securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are hydrants clear and accessible for fire department personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are temporary heaters located at a safe distance from combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has there been proper segregation between flammable gasses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Electrical</b>								
	Yes	No	N/A		Yes	No	N/A	
Are all switch gear, panels and devices that are energized marked/guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockout devices available/used on circuits that could be energized while being worked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all temporary circuits properly guarded and grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords in continuous lengths without splice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are GFCI's and/or Assured Equipment Grounding Conductor Program being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If temporary lighting is provided, are bulbs protected against breakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are working surfaces clear of cords so as not to create a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a sufficient number of temporary outlets on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Any visual signs of outlet overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hazard Communication</b>								
	Yes	No	N/A		Yes	No	N/A	
Is there a list of hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Container labeling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MSDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Excavation/Trenching</b>								
	Yes	No	N/A		Yes	No	N/A	
Have utility companies been notified of proposed work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all tools, equipment, and shoring materials readily available prior to start up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are overhead utility lines noted and precautions taken to avoid contact with equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the spoil pile at least two feet from the edge of the excavation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the excavation inspected daily or more frequently when conditions could affect soil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If needed, are barricades, stop logs, properly placed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has soil classification been made by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are excavations five feet or deeper correctly sloped, benched, shored or is a trench box used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a ladder or other means of egress provided in trenches or excavations six feet or deeper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When ladders are used, do they extend three feet above the surface and are they secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are shoring and shielding systems inspected daily by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the trench backfilled as soon as work is completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## WEEKLY SAFETY AUDIT

Barricading			Yes	No	N/A				Yes	No	N/A
Are floors openings planked and secured or barricaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are direction signs used to inform the public of upcoming construction work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Is the sidewalk protection effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a flag person provided to direct traffic when needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Has the person been trained on how to direct traffic and the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are open excavation, road drop offs, manholes, uneven surfaces barricaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Ladders			Yes	No	N/A				Yes	No	N/A
Is the proper ladder for the job being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are ladders in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are there safety shoes/cleats on the bottom of ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do side rails extend 36" above top of landing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are ladders tied-off at top or otherwise secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are non-conductive ladders available for use around live wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Rungs or cleats uniformly spaced 10-14" apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are step ladders fully open when in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Tools: Hand and Power			Yes	No	N/A				Yes	No	N/A
Are tools free of any obvious physical damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are double insulated tools in use and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are tools and cords properly grounded (ground pins are in good condition)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all hoses on air or hydraulic tools in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are the handles on all tools in good condition (not bent, splintered or broken)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator qualified and instructed to use powder actuated tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				Are all shields and guards in place on the tools and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Welding and Cutting			Yes	No	N/A				Yes	No	N/A
Are non-combustible enclosure, (screens/shields) provided and used when welding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Welding goggles, gloves, and clothing being used by welder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Inspection for fire hazards after welding stops?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are gas cylinder, hoses, regulators, torches, torch tips and welding carts, in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Hoist, Cranes and Derricks			Yes	No	N/A				Yes	No	N/A
Are cables and sheaves checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are slings, hooks, eyelets, chokes inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are load capacities posted in cab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are power lines at a safe distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Do cranes have proper barricades around swing radius?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are crane inspection logs with crane?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Floor, Wall Openings, Stairways			Yes	No	N/A				Yes	No	N/A
Floor and roof openings guarded by guardrails and toe boards or a secured cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open-sided floors/platforms six feet or higher guarded with railing, toe boards or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are stairs with four or more above ground properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anchor posts and framing capable of withstanding 200 lb. load in any direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Scaffolding			Yes	No	N/A				Yes	No	N/A
Are scaffold components visibly free of any physical damage? (no bent supports or bracing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is scaffold properly erected with all pins and braces in place and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are rolling scaffolds equipped with locking wheels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are wheels locked when scaffold is in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Is scaffold erected on a firm and substantial surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is planking of a scaffold grade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Planking in good condition and properly installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are toe boards and guardrails in place on scaffolds over 10 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are workers on scaffolding protected from falling objects if overhead hazards exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ladder provided for access to scaffold work platform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



# WEEKLY SAFETY AUDIT

## NEAR MISS/DEFICIENCY LOG

### NEAR MISSES

Item	Responsible Contractor	Action/Remedy

### DEFICIENCIES

Item	Responsible Contractor	Action/Remedy

## SIGNATURES

Superintendent Signature

Date

(A copy of this report must be sent to LDD office, along with all requesting parties)

Monthly Safety Audit



MONTHLY SAFETY AUDIT

**JOBSITE REPORT**

Project: Clemens WWTP Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Reviewers Name: Alderman, Kris Title: \_\_\_\_\_

**COMPANY FOCUS**

	Yes	No	N/A
Are weekly tool box talks being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are lift and equipment operator cards current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Safety Manual and SDS sheets on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is project Safety Sign maintained and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NEWLY ADDED EMPLOYEES**

Name	Safety Training Date	Operators Cards:	Yes	No	N/A
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PPE REQUIREMENTS**

Were all trades on-site wearing all of the following requirements?

	Yes	No	N/A		Yes	No	N/A
Ear protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard toe boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/Face protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High visibility shirt/vest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Please note any deficiencies in PPE requirements and recognize need for additional PPE (i.e., gloves, fall protection, respirator, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MEDICAL**

	Yes	No	N/A	
Are first-aid kits available and properly stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: _____
Are employees aware of site address/can of giving directions to emergency crew?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is anyone trained in first aid or CPR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all emergency phone numbers posted and updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: _____



## MONTHLY SAFETY AUDIT

GENERAL PROJECT FOCUS									
<b>Manual Material Handling</b>									
Are mechanical devices being used in place of manual handling of material?	Yes	No	N/A	Are ropes, slings, chains, hook, cables and chokers in good condition?	Yes	No	N/A		
Proper staging of materials to minimize lifting and carrying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigging equipment inspected regularly and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the handling of bagged material limited to 50 lbs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are carrying handles being used when a single worker is carrying sheeted materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Housekeeping: Slips, Trips and Falls</b>									
Are walking and working surfaces clear and free of debris?	Yes	No	N/A	Are walking and working surfaces clear and free of debris?	Yes	No	N/A		
Is adequate temporary lighting provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are waste and trash containers provided, used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is temporary storage of materials and supplies done in an organized fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does each trade clean-up after themselves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Fire Protection and Prevention</b>									
Are all flammable liquid containers clearly identified?	Yes	No	N/A	Are all flammable liquid containers UL or FM listed?	Yes	No	N/A		
Is ventilation adequate for temporary heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers readily accessible and serviced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have proper storage practices for flammables been observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have gas cylinders been chained upright with valve caps securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are hydrants clear and accessible for fire department personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are temporary heaters located at a safe distance from combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has there been proper segregation between flammable gasses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<b>Electrical</b>									
Are all switch gear, panels and devices that are energized marked/guarded?	Yes	No	N/A	Lockout devices available/used on circuits that could be energized while being worked?	Yes	No	N/A		
Are all temporary circuits properly guarded and grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords in continuous lengths without splice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are GFCI's and/or Assured Equipment Grounding Conductor Program being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If temporary lighting is provided, are bulbs protected against breakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are working surfaces clear of cords so as not to create a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a sufficient number of temporary outlets on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				Any visual signs of outlet overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Hazard Communication</b>									
Is there a list of hazardous chemicals?	Yes	No	N/A	Container labeling?	Yes	No	N/A		
MSDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Excavation/Trenching</b>									
Have utility companies been notified of proposed work?	Yes	No	N/A	Are all tools, equipment, and shoring materials readily available prior to start up?	Yes	No	N/A		
Are overhead utility lines noted and precautions taken to avoid contact with equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the spoil pile at least two feet from the edge of the excavation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the excavation inspected daily or more frequently when conditions could affect soil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If needed, are barricades, stop logs, properly placed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has soil classification been made by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are excavations five feet or deeper correctly sloped, benched, shored or is a trench box used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is a ladder or other means of egress provided in trenches or excavations six feet or deeper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When ladders are used, do they extend three feet above the surface and are they secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are shoring and shielding systems inspected daily by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the trench backfilled as soon as work is completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		





## MONTHLY SAFETY AUDIT

Barricading			Yes	No	N/A				Yes	No	N/A
Are floors openings planked and secured or barricaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are direction signs used to inform the public of upcoming construction work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the sidewalk protection effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a flag person provided to direct traffic when needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the person been trained on how to direct traffic and the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are open excavation, road drop offs, manholes, uneven surfaces barricaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders			Yes	No	N/A				Yes	No	N/A
Is the proper ladder for the job being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are ladders in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there safety shoes/cleats on the bottom of ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do side rails extend 36" above top of landing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders tied-off at top or otherwise secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are non-conductive ladders available for use around live wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rungs or cleats uniformly spaced 10-14" apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are step ladders fully open when in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools: Hand and Power			Yes	No	N/A				Yes	No	N/A
Are tools free of any obvious physical damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are double insulated tools in use and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tools and cords properly grounded (ground pins are in good condition)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all hoses on air or hydraulic tools in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the handles on all tools in good condition (not bent, splintered or broken)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator qualified and instructed to use powder actuated tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Are all shields and guards in place on the tools and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welding and Cutting			Yes	No	N/A				Yes	No	N/A
Are non-combustible enclosure, (screens/shields) provided and used when welding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Welding goggles, gloves, and clothing being used by welder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection for fire hazards after welding stops?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are gas cylinder, hoses, regulators, torches, torch tips and welding carts, in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoist, Cranes and Derricks			Yes	No	N/A				Yes	No	N/A
Are cables and sheaves checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are slings, hooks, eyelets, chokes inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are load capacities posted in cab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are power lines at a safe distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cranes have proper barricades around swing radius?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are crane inspection logs with crane?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor, Wall Openings, Stairways			Yes	No	N/A				Yes	No	N/A
Floor and roof openings guarded by guardrails and toe boards or a secured cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open-sided floors/platforms six feet or higher guarded with railing, toe boards or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairs with four or more above ground properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anchor posts and framing capable of withstanding 200 lb. load in any direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolding			Yes	No	N/A				Yes	No	N/A
Are scaffold components visibly free of any physical damage? (no bent supports or bracing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is scaffold properly erected with all pins and braces in place and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rolling scaffolds equipped with locking wheels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are wheels locked when scaffold is in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is scaffold erected on a firm and substantial surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is planking of a scaffold grade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planking in good condition and properly installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are toe boards and guardrails in place on scaffolds over 10 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers on scaffolding protected from falling objects if overhead hazards exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ladder provided for access to scaffold work platform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## MONTHLY SAFETY AUDIT

RECAP			
	Yes	No	N/A
Has a review of the Safety Audit Log been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were any required safety audit's (daily or weekly) missing from log?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, why were they missing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all DAILY audit reports completed, available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were any near misses or deficiencies noted on DAILY audit reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how many? <input type="text"/>			
If near misses or deficiencies were noted, have they been resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, how many are still open? <input type="text"/>			
When will they be resolved? <input type="text"/>			
Are all WEEKLY audit reports completed, available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were any near misses or deficiencies noted on WEEKLY audit reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how many? <input type="text"/>			
If near misses or deficiencies were noted, have they been resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, how many are still open? <input type="text"/>			
When will they be resolved? <input type="text"/>			
Has a review of the Safety Audit Near Miss and Deficiency log been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### NEAR MISS/DEFICIENCY LOG (from this monthly audit)

NEAR MISSES		
Item	Responsible Contractor	Action/Remedy

DEFICIENCIES		
Item	Responsible Contractor	Action/Remedy

SIGNATURES	
Superintendent Signature <input type="text"/>	Date <input type="text"/>

(A copy of this report must be sent to LDD office, along with all requesting parties)





Emergency Action Plan

# Emergency Action Plan

**Medical Emergency**

- Call **9-1-1**, and provide them with the following information: (Nature of emergency, location, your name and phone number from which you are calling)
- Do **NOT** move the victim unless absolutely necessary
- Call the **on-site personnel** trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help: **Joe Roussey (269-217-5456)**
- Send employee to **designated meeting location** for first aid responders.
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  - ⇒ Stop the bleeding with firm pressure on the wounds (note: avoid skin contact with blood or other bodily fluids)
  - ⇒ Clear the air passages using the Heimlich maneuver in case of choking
- In case of rendering assistance to personnel exposed to hazardous materials, consult the SDS and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified.

**Natural Disaster (Flood, Fire, Etc.)**

**PROJECT ADDRESS:**  
 Clemens Food Group  
 Wastewater Treatment Plant  
 572 Newton Road  
 Coldwater, MI 49036

**Medical Facilities**

Branch County Health Center  
 274 E. Chicago Street  
 Coldwater, MI 49036  
 Phone: 517-279-5400

Prompt Care  
 892 E. Chicago Street #C  
 Coldwater, MI 49036  
 Phone: 517-279-2301

**LDD Designated Responsible Official:**  
**Joe Roussey (269) 217-5456**  
 Site Superintendent

Jobsite Safety Sign (2'x4')

# safety is first

**YOU HAVE OPTIONS!** Report **ALL** safety violations to your supervisor and/or management. If you desire, your information will be kept in strict confidentiality. **WE WANT TO KNOW!**

## Everyone goes home safe

CONTACTS:

President (Jason Docsa—269-207-3723)

Safety Director (Kris Alderman—269-207-3722)

General Superintendent (Jeff Lovell—269-207-3716)



